

**PUBLIC NOTICE OF A MEETING
OF THE CITY COUNCIL OF PLEASANT VIEW CITY, UTAH**

September 13, 2016

Public Notice is hereby given that the City Council of Pleasant View, Utah will hold a Public Meeting in the city office at 520 West Elberta Dr. in Pleasant View, Utah on Tuesday, September 13, 2016, **commencing at 6:00 PM.**

The agenda consists of the following:

Pledge of Allegiance: Toby Mileski

Opening Prayer, Reading or Expression of Thought: Toby Mileski

Comments/Questions for the Mayor & Council for items not on the agenda (public)

Consent Items:

- Minutes of August 9, 2016 & August 23, 2016 (open & closed)
- Bills of Pleasant View City

Business:

- 6:10 P.M. **1.** Economic Development Discussion, Q & A with Doug Meldrum, Economic Development Consultant.
- 6:40 P.M. **2.** Report from Councilmember Gibson on the Utah Outdoor Recreation Summit.
- 6:50 P.M. **3.** Discussion and possible approval of a contract for Small Claims Court Services *(Presenter: Melinda Greenwood)*
- 7:00 P.M. **4.** Discussion and possible approval of a Management Analyst Job Description. *(Presenter: Melinda Greenwood)*
- 7:15 P.M. **5.** Discussion on Policies and Procedures of the Governing Body. *(Presenter: Mayor Mileski)*
- 7:30 P.M. **6.** Approval of a Memorandum of Understanding by and between the Weber Basin Water Conservancy District and Pleasant View City for the purposes of establishing easements, storm drain and other particulars. *(Presenter: Melinda Greenwood)*
- 7:45 P.M. **7.** Approval of a contract with Meridian Engineering in an amount not to exceed \$9,500 for traffic engineering services. *(Presenter: Melinda Greenwood)*
- 8:00 P.M. **8.** Closed Meeting – Discuss current litigation.
- 9.** Action items from closed meeting.

Other Business

Adjournment

The City Council at their discretion may change the order and times of the agenda items.

In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Pleasant View City Office at 801-782-8529, at least 24 hours prior to the meeting.

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF PLEASANT VIEW CITY, UTAH**

August 9, 2016

The public meeting was held in the city office at 520 West Elberta Dr. in Pleasant View, Utah, commencing at 6:00 P.M.

MAYOR: Toby Mileski (*absent*)

COUNCILMEMBERS: Scott Boehme (*Mayor Pro Temp*)
Jerry Burns
Steve Gibson
Boyd Hansen
Sara Urry

STAFF: Melinda Greenwood Laurie Hellstrom
Ryon Hadley Stetson Talbot

VISITORS: Frank Stone Aaron Child
Louis Child Rhonda Willden
Luke Willden Andy Nef
Carson Jones

Pledge of Allegiance: Scott Boehme

Opening Prayer, Reading or Expression of Thought: Scott Boehme

Comments/Questions for the Mayor & Council for items not on the agenda.

No comments made.

Consent Items:

Motion was made by CM Gibson to approve the consent items (minutes of July 12, 2016, the bills of Pleasant View City, and the ratification of a purchase of services rendered on Jessie Creek Well Pump from C.H. Spencer & Company in the amount of \$10,690. 2nd by CM Hansen. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

1. Approval of a change order for chip seal and asphalt patching.

(Presenter: Jay Palmer).

Jay Palmer reviewed his memo. The amount the Class C budget is to be amended by is \$113K.

Motion was made by CM Gibson to approve the change order on the roads. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

2. Public Works Department update. (Presenter: Jay Palmer.

Jay Palmer updated the council on public work projects. No action.

3. Discussion and possible approve of purchasing a John Deer Wide Area Mower in the amount of \$49,497.84. (Presenter: Jay Palmer)

Jay Palmer: there is \$5K worth of work on the old Jacobsen mower. I looked at two contracts for a new mower both on the state contract. CM Gibson: just because it is on the state contract doesn't mean it's the best price. Jay Palmer: it is \$69K off the contract and \$49 on the contract. CM Hansen: is there a warranty? Jay Palmer: I will check.

Motion was made by CM Burns to accept the purchase of the John Deer Wide Area Mower in the amount of \$49,497.84. 2nd by CM Urry. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

Jay Palmer: there is a 2-year warranty.

4. Approval of an amendment to extend the Development Agreement for Deer Crest Project. (Presenter: Melinda Greenwood)

Melinda Greenwood: in 2006 the development agreement was approved by the previous council. There were reasons for the development not proceeding. The infrastructure is in the ground and it is recommended to extend the development agreement 10 years for Deer Crest Phases 3-7. Phases 3 & 4 are coming to planning commission and city council soon. Carson Jones: will the protection strip also be extended? Melinda Greenwood: Jody Burnett does include the protection strip in the letter. CM Boehme the agreement also includes conditional approval of Phases 1 & 2.

Motion was made by CM Gibson to approve the first amendment to the Development Agreement for the Deer Crest Subdivision and First Amendment to Protection Strip Agreement in the form presented subject to and contingent upon Planning Commission approval of the plats for Phase 3 & 4 of the Deer Crest Subdivision at their meeting on September 1, 2016 and authorize Mayor Mileski to sign both Agreements following the Planning Commission approval. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

5. Approval of a 3-year lease purchase agreement for Police Fleet Vehicles in the amount of \$36,865.57. (Presenter: Ryon Hadley)

Motion was made by CM Gibson to approve the 3-year lease purchase for Police Fleet Vehicles in the amount of \$36,865.57. 2nd by CM Hansen. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

6. Discussion of speed limit on 2550 North and possible action on initiating a Traffic Study. (Presenter: Melinda Greenwood and Ryon Hadley)

Ryon Hadley: with the new The Cove development and the elementary school, I have watched the traffic and population increase. I feel that the 40 mph speed limit is pushing it. North Ogden City has a speed trailer that records data and we can look at that data. A traffic survey can cost \$1K-\$2K. Melinda Greenwood: we can change the limit but doing traffic study gives it validity. CM Gibson: but if the police chief recommends the speed and that should be validity enough to change it. Melinda Greenwood: Hales Engineering can do the study and we can see about splitting the cost with North Ogden. UDOT can do the study but it handcuffs

you to their study and gives you no flexibility. Or we can just change it. CM Gibson: 600 W should be changed from 30 mph to 35 mph. Melinda Greenwood: we promised the people on 600 W that it would not be increased from the 30 mph. I will also have Jay Palmer paint the curb on the north-side on 2550 N by the Cove red. CM Gibson: let's look at the pros and cons of both and see what makes sense. Ryon Hadley: few have asked about surveys in court. I would recommend a logical decision and lower the speed limit to 35 mph on 2550 N. Melinda Greenwood: we will bring back information.

7. Discussion and possible approval of a three-year contact with Century Link for 200 Mg Fiber service in the amount of \$XXX per month. (Presenter: Melinda Greenwood)

Melinda Greenwood: in April we approved the Comcast contract. I delayed it because we brought on a new IT contract with Les Olsen. They recommend Century Link. We will still save money. This item will be brought back on the next city council's meeting.

8. Discussion of Assistant City Administrator/Planner position and possible action on staffing alternatives. (Presenter: Jerry Burns)

CM Hansen: I make a motion to table this and go back to what we discussed about having a 5-year plan. 2nd by CM Urry.

CM Boehme: we'll go over this information. CM Burns: I agree with a 5-year plan. Mayor Mileski signed a contract for a contract planner. This is just for discussion and just for ideas. Melinda Greenwood: the plan is on the September 23rd meeting. CM Hansen: we don't have a plan. We need the plan first. CM Burns presented a power point presentation. CM Gibson: I agree with CM Burns. This is our opportunity to get 2 for 1. I talked to the Mayor and the rate would be \$20 per hour. We need to look to the future. What will happen when we get water? Busy work needs to be done. If we don't do it now we'll be in trouble later. Get rid of the high-end level position and get 2 at the lower-end level. Please think about that. CM Boehme: I feel we need a project manager working on tasks and projects that we are behind on like the RAMP projects. If you can get someone to get them through I am on board. Whatever they are labeled as I don't care but that is their job task. Melinda Greenwood: we don't need clerical help we need competent people. CM Gibson: talk to the several cities that are getting big wins like RC Willey's and Sierra RV. Asked them why they picked Marriott-Slatersville. We need those good experiences. I don't want to hire a planner at \$80K-\$90K a year. I will agree with \$40K-\$50K a year. Do we all agree that should happen? Why not go ahead with that and decide what the middle person should do. CM Hansen: where do we get the money? Look at all the hits the city is getting, like the tipping fee listed on this agenda. We couldn't find money for an additional police officer. 2009 was the last General Plan update. We have plans but nothing happens. Two people can't get things done but three can? Every grant we receive burdens our people with more to take care of. We need a plan. That is important. We need a plan and where we are going to use the people. Melinda Greenwood: I invited you to meet with me and go over my jobs. CM Hansen: I already know your jobs. You are busy yet you had time to have lunch with Kara

Liston. Melinda Greenwood: you are ignorant CM Hansen. CM Hansen: you are ignorant in asking me to increase taxes on the people. Melinda Greenwood: Mayor Mileski is pushing for this. CM Burns: we are being more efficient. We are asking for \$40K to be more efficient. CM Hansen: I am not opposed but I need to see it. This is a one-time fee but what about the next years? We are hoping that the TUF and

Proposition fees will be coming in as we hoped. Jay Palmer: we are hoping for those amounts. CM Gibson: do we raise taxes? That will be a question. We need to do today rather than later. I am talking \$15 to \$20 hour. CM Hansen: I am at \$40K. CM Gibson: I still think people will work at a lesser wage if we can get them to apply. There is more cost just in the interim planner. We are going to have growth. Andy Nef: we are still behind with two people. There is the General Plan update and projects CM Gibson: we couldn't afford Valerie and another person but because she is gone we are having this discussion. Melinda Greenwood: I don't want a mediocre planner. CM Boehme: we need a city planner. CM Hansen: I agree. CM Boehme: get a planner at \$50K (salary) and \$30K for a project manager or whatever the title will be. Melinda Greenwood: I have asked for help in the budget two times and was turned down. We are reducing the cost to \$150K to \$160K for both. There are no savings in the long run. Valerie was \$80K versus two for \$110K. A planner for \$50K and a management assistant for \$40K-\$45K. My concern is that the person needs political experience and can follow projects from start to finish. What are the needs in the next few years? This is a stepping stone. CM Boehme: we are a small city and we will get bigger. I agree on a planner at \$50K or less and someone to work on projects at \$40K or less. CM Hansen: so we don't need a plan. Melinda Greenwood: we can fund some of it out of the RDA but then there will be less for infrastructure needs. I can work on a job description. CM Boehme: the job is just for projects. Melinda Greenwood: I do a lot of clerical work. CM Boehme: they should work on restrooms, landscaping, water connection, paperwork.

Motion was made by CM Gibson to put out a job opening for a planner position at a limit of \$50K and a projects position (with the job description and title to come from Melinda Greenwood) at a limit of \$35K-\$40K. 2nd by CM Burns.

Discussion on the motion. CM Urry: we should approve the planner position now and later work on filling the second position.

Voting Aye: CM Burns and CM Gibson. Voting Nay: CM Urry and CM Hansen. Voting Aye to break the tie: CM Boehme. Motion passed 3-2.

9. Approval and Ratification of a Cost Share Agreement between Pleasant View city, Utah State Division of Forestry, Fire & State Lands and Weber County for the Provision of Fires Services for the Pole Patch Fire dated July 22, 2016. (Presenter: Melinda Greenwood)

Melinda Greenwood: State Code 11-7-1 is the code on fire protection. We are responsible for fire suppression. The Mayor signed the Cost-Share Agreement on the Pole Patch fire. The cost of the fire is between the city and the county. We should work with North View Fire on what they are willing to come up with on funding. We will sit down and ask who will pay for what. It may take a year to

have the final cost on the fire and it could be over \$100K. We could pursue a civil claim and file against the person that started the fire but it may not be worth it. CM Gibson: where do the costs come from? Melinda Greenwood: they are federal resource costs. After all the splits we could be looking at paying \$50K.

Motion was made by CM Hansen to approve the Cost-Sharing Agreement between Pleasant View city, Utah State Division of Forestry, Fire & State Lands and Weber County for the Provision of Fires Services for the Pole Patch Fire dated July 22, 2016. 2nd by CM Urry. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

10. Discussion of a possible increase in Recycling Fees.

CM Boehme: the handout from the Mayor is just for information. This will need to come back to the city council if needed.

Adjournment: 8:55 PM

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF PLEASANT VIEW CITY, UTAH**

August 23, 2016

The public meeting was held in the city office at 520 West Elberta Dr. in Pleasant View, Utah, commencing at 6:00 P.M.

MAYOR: Toby Mileski

COUNCILMEMBERS: Scott Boehme (*absent*)
Jerry Burns
Steve Gibson
Boyd Hansen
Sara Urry

STAFF: Melinda Greenwood Laurie Hellstrom
Ryon Hadley Stetson Talbot

VISITORS: John Huston Jacob Hall
Gabriel Hall Jeff Hill

Pledge of Allegiance: Gabriel Hall (Boy Scout Troop 567)

Opening Prayer, Reading or Expression of Thought: Boyd Hansen

Comments/Questions for the Mayor & Council for items not on the agenda.

No comments made.

Consent Items:

Motion was made by CM Gibson to table the consent item (minutes of August 9, 2016) because it was posted wrong on the agenda. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

1. Discussion and possible approval of a three-year contract with Century Link for 200 Mg Fiber service in the amount of \$349 per month and phone service in the amount of \$325 per month plus long distance rates. (Presenter: Melinda Greenwood and John Huston, Les Olson Company).

John Huston with Les Olson discussed the phone and internet service to be provided and the reason for choosing Century Link.

Motion was made by CM Hansen to approve the phone and internet service contract with Century Link. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

2. Discussion and approval of the City Planner Job Description. (Presenter: Melinda Greenwood).

The council reviewed the presented city planner job description. A few changes were made to the job duties. Melinda Greenwood: this will be a two month process.

Motion was made by CM Urry to approve the City Planner Job Description with changes and at the \$50,555.01 salary. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

3. Public Hearing – Discussion and action on amending the 2016-2017 fiscal year budget.

Motion was made by CM Gibson to go into a public hearing to amend the 2016-2017 fiscal year budget. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

Mayor Mileski reviewed the proposed amendments. No comments from the public.

Motion was made by CM Gibson to go closed the public hearing to amend the 2016-2017 fiscal year budget. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

Motion was made by CM Gibson to approve the amendments to the 2016-2017 fiscal year budget (Resolution 2016-P). 2nd by CM Hansen. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

4. Work Session – Discussion of a 5-year strategic plan.

The council held a strategic planning work session. Mayor Mileski: I will take the list of projects and compile them.

5. Closed meeting.

Motion was made by CM Burns to go into a closed meeting to discuss investigative proceedings regarding allegations of criminal misconduct. 2nd by CM Urry. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

Minutes of the closed meeting are protected records and are filed separately.

Motion was made by CM Gibson to end the closed meeting. 2nd by CM Burns. Voting Aye: CM Burns, CM Gibson, CM Hansen, and CM Urry. Motion passed 4-0.

Other Business:

Melinda Greenwood: we need to scratch Deer Crest #4 from the agreement. We can have the Mayor re-sign the development agreement.

Mayor Mileski: there have been complaints about the burn pile off of 1000 W. We are going to burn the pile. Melinda Greenwood: DEQ also called and we will get a burn permit. Mayor Mileski: instead of a fence at the pickleball courts there will be benches in the rocks. Diesel Admissions is moving forward. We are not in compliance with having a policy for the governing body. 911 is moving forward with their building. Weber County's proposed property tax increase for public safety salaries is not the problem of the cities with police departments. We should not subsidize them.

CM Gibson: are wells one line? Melinda Greenwood: Jessie Creek, no and Alder Creek, yes.

Adjournment: 8:55 PM

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
10-22230 STATE WITHHOLDING PAYABLE					
UTAH STATE TAX COMMISSIO	082016	STATE INCOME W/H	08/01/2016	4,934.14	4,934.14
Total 10-22230 STATE WITHHOLDING PAYABLE:				4,934.14	4,934.14
10-22300 RETIREMENT PAYABLE					
UTAH RETIREMENT OFFICE	081216	V. CLAUSSEN FINAL RETIREMENT PAYMENT	08/12/2016	209.29	209.29
Total 10-22300 RETIREMENT PAYABLE:				209.29	209.29
10-22500 INSURANCE PAYABLE					
AFLAC	552763	MONTHLY INSURANCE PREMIUM	09/01/2016	243.23	243.23
ALLIED ADM. FOR DELTA DENT	09012016	DENTAL INS-	08/01/2016	1,997.08	1,997.08
PEHP-LTD	072416	LTD COVERAGE	07/24/2016	242.43	242.43
PEHP-LTD	082016	LTD COVERAGE	08/20/2016	282.84	282.84
PUBLIC EMPLOYEES HEALTH P	083116	HEALTH AND LIFE INSUR	08/31/2016	23,935.98	23,935.98
WASHINGTON NATIONAL INS C	P1606994	SECONDARY INSURANCE	08/01/2016	86.65	86.65
Total 10-22500 INSURANCE PAYABLE:				26,788.21	26,788.21
10-22600 FLEX SPENDING PAYABLE					
PEHP-FLEX	080116	FLEX SPENDING MONTHLY FEE / NON_PEHP DENTAL	08/01/2016	22.00	22.00
PEHP-FLEX	08062016	FLEX SPENDING PROGRAM	08/06/2016	420.85	420.85
PEHP-FLEX	08202016	FLEX SPENDING PROGRAM	08/20/2016	420.85	420.85
Total 10-22600 FLEX SPENDING PAYABLE:				863.70	863.70
10-22900 Miscellaneous Payable					
FRATERNAL ORDER OF POLIC	082016	FOP MEMBERSHIP FOR CHALYCE COOMES	08/01/2016	35.00	35.00
FRATERNAL ORDER OF POLIC	092016	FOP MEMBERSHIP FOR CHALYCE COOMES	09/01/2016	35.00	35.00
Total 10-22900 Miscellaneous Payable:				70.00	70.00
10-41-610 CITY APPRECIATION					
CREATIVE CULTURE INSIGNIA,	5188	RETIREMENT PLAQUE GARY HEWARD	06/01/2016	205.00	205.00
ZION'S BANK-BANKCARD CENT	081616.8	LEE'S MARKETPLACE-GET WELL BASKET FOR JEFF STR	08/16/2016	29.00	29.00
Total 10-41-610 CITY APPRECIATION:				234.00	234.00
10-42-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP					
ZION'S BANK-BANKCARD CENT	081616.10	UTAH SAFETY COUNCIL-2016 CODE BOOK	08/16/2016	33.00	33.00
Total 10-42-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP:				33.00	33.00
10-42-240 OFFICE SUPPLIES AND EXPENSE					
LAYTON OFFICE SUPPLY	0188639-001	OFFICE SUPPLIES	08/15/2016	7.40	7.40
Total 10-42-240 OFFICE SUPPLIES AND EXPENSE:				7.40	7.40
10-42-310 PROFESSIONAL & TECHNICAL					
GAGE ARNOLD	082016	MONTHLY ATTORNEY SERVICE	08/01/2016	500.00	500.00
GAGE ARNOLD	092016	MONTHLY ATTORNEY SERVICE	09/01/2016	500.00	500.00
LES OLSEN CO.	MNS000361	COURT MONTHLY IT SUPPORT	07/29/2016	138.35	138.35

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total 10-42-310 PROFESSIONAL & TECHNICAL:				1,138.35	1,138.35
10-42-330 EDUCATION & TRAINING					
ZION'S BANK-BANKCARD CENT	081616.10	BUREAU OF CRIMINAL ID-BCI TAC CONFERENCE REGIS	08/16/2016	95.00	95.00
Total 10-42-330 EDUCATION & TRAINING:				95.00	95.00
10-43-230 TRAVEL					
MELINDA GREENWOOD	082016	REIMBURSEMENT FOR ICMA AIRLINE FLIGHT	08/31/2016	343.20	343.20
Total 10-43-230 TRAVEL:				343.20	343.20
10-43-240 OFFICE SUPPLIES AND EXPENSE					
LAYTON OFFICE SUPPLY	0188639-001	OFFICE SUPPLIES	08/15/2016	7.39	7.39
MELINDA GREENWOOD	082016	REIMBURSEMENT FOR OFFICE SUPPLIES	08/31/2016	50.87	50.87
ZION'S BANK-BANKCARD CENT	081616.3	LOWES-MAP HOOKS FOR OFFICE	08/16/2016	22.10	22.10
Total 10-43-240 OFFICE SUPPLIES AND EXPENSE:				80.36	80.36
10-43-310 PROFESSIONAL & TECHNICAL					
LES OLSEN CO.	MNS000361	ADMIN MONTHLY IT SUPPORT	07/29/2016	172.93	172.93
Total 10-43-310 PROFESSIONAL & TECHNICAL:				172.93	172.93
10-43-330 EDUCATION AND TRAINING					
MELINDA GREENWOOD	082016	REIMBURSEMENT FOR ICMA CONF REGISTRATION	08/31/2016	695.00	695.00
Total 10-43-330 EDUCATION AND TRAINING:				695.00	695.00
10-43-620 MISCELLANEOUS SERVICES					
WEBER HIGH SCHOOL	081616	POLE PATCH FIRE JANITORIAL/STAFF FEES	08/15/2016	335.00	335.00
Total 10-43-620 MISCELLANEOUS SERVICES:				335.00	335.00
10-44-240 OFFICE SUPPLIES AND EXPENSE					
LAYTON OFFICE SUPPLY	0188639-001	OFFICE SUPPLIES	08/15/2016	7.40	7.40
LAYTON OFFICE SUPPLY	0188639-001	MANILA FOLDERS	08/15/2016	13.99	13.99
Total 10-44-240 OFFICE SUPPLIES AND EXPENSE:				21.39	21.39
10-44-310 PROFESSIONAL & TECHNICAL					
LES OLSEN CO.	MNS000361	TREASURER MONTHLY IT SUPPORT	07/29/2016	69.18	69.18
Total 10-44-310 PROFESSIONAL & TECHNICAL:				69.18	69.18
10-47-240 OFFICE SUPPLIES AND EXPENSE					
LAYTON OFFICE SUPPLY	0188639-001	OFFICE SUPPLIES	08/15/2016	7.40	7.40
LAYTON OFFICE SUPPLY	0188639-001	TIME CARDS	08/15/2016	27.96	27.96
LAYTON OFFICE SUPPLY	0188639-001	FLAG, PORTABLE DISP.	08/15/2016	43.96	43.96
OGDEN STAMP COMPANY	1613962	LAURIE'S NOTARY STAMP	08/19/2016	53.75	53.75
Total 10-47-240 OFFICE SUPPLIES AND EXPENSE:				133.07	133.07
10-47-310 PROFESSIONAL/TECHNICAL SERVICE					
LES OLSEN CO.	MNS000361	RECORDER MONTHLY IT SUPPORT	07/29/2016	69.18	69.18

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total 10-47-310 PROFESSIONAL/TECHNICAL SERVICE:				69.18	69.18
10-47-330 EDUCATION AND TRAINING					
ZION'S BANK-BANKCARD CENT	081616.7	UTNOTARY OR LOBBYIST-LAURIE'S NOTARY TEST	08/16/2016	75.00	75.00
ZION'S BANK-BANKCARD CENT	081616.7	UTNOTARY OR LOBBYIST-DEBBIE'S NOTARY TEST	08/16/2016	75.00	75.00
Total 10-47-330 EDUCATION AND TRAINING:				150.00	150.00
10-49-310 ATTORNEY					
HELGESEN, HOUTZ & JONES	080316	ATTORNEY SERVICES	08/03/2016	46.00	46.00
PARR BROWN GEE & LOVELES	830470	HR ATTORNEY FEES	08/08/2016	592.00	592.00
Total 10-49-310 ATTORNEY:				638.00	638.00
10-50-260 BLDGS/GROUNDS -SUPPLIES/MAINT.					
LAYTON OFFICE SUPPLY	0188639-001	PENS	08/15/2016	1.99	1.99
LAYTON OFFICE SUPPLY	0188639-001	CLOTH REFILLS	08/15/2016	10.99	10.99
MELINDA GREENWOOD	082016	REIMBURSEMENT FOR PAINT FOR CITY HALL	08/31/2016	82.66	82.66
MELINDA GREENWOOD	082016	REIMBURSEMENT FOR PAINT FOR CITY HALL	08/31/2016	590.76	590.76
MODEL LINEN SUPPLY	0596365	MAT MAINTENANCE	07/05/2016	92.75	92.75
VK ELECTRIC, INC	5105	BASEMENT PATHWAY LIGHTING REPAIR	08/24/2016	296.72	296.72
Total 10-50-260 BLDGS/GROUNDS -SUPPLIES/MAINT.:				1,075.87	1,075.87
10-50-270 UTILITIES					
PLEASANT VIEW CITY	073116	885 W PLEASANT VIEW DRIVE #1	07/31/2016	1,934.40	1,934.40
PLEASANT VIEW CITY	073116	544 W ELBERTA DR	07/31/2016	594.00	594.00
PLEASANT VIEW CITY	073116	520 W ELBERTA DR	07/31/2016	1,800.00	1,800.00
QUESTAR GAS	080216	885 W PLEASANT VIEW DR	08/02/2016	7.16	7.16
QUESTAR GAS	080216	544 W ELBERTA DRIVE	08/02/2016	12.68	12.68
QUESTAR GAS	080216	520 W ELBERTA DR	08/02/2016	16.08	16.08
Total 10-50-270 UTILITIES:				4,364.32	4,364.32
10-50-620 CONTRACTUAL SERVICES					
LES OLSEN CO.	MNS100617	ANTI SPAM & SONIC WALL SECURITY SUITE	08/24/2016	565.00	565.00
Total 10-50-620 CONTRACTUAL SERVICES:				565.00	565.00
10-51-250 EQUIP/SUPPLIES/MAINTENANCE					
ZION'S BANK-BANKCARD CENT	081616.12	FASTENAL-SHOP SUPPLIES	08/16/2016	5.08	5.08
ZION'S BANK-BANKCARD CENT	081616.12	FASTENAL-SHOP SUPPLIES	08/16/2016	3.21	3.21
ZION'S BANK-BANKCARD CENT	081616.12	EVCO HOUSE OF HOSE-MALE ORB	08/16/2016	6.98	6.98
ZION'S BANK-BANKCARD CENT	081616.12	FASTENAL-SHOP TOOLS	08/16/2016	9.77	9.77
Total 10-51-250 EQUIP/SUPPLIES/MAINTENANCE:				25.04	25.04
10-51-270 UTILITIES					
PLEASANT VIEW CITY	073116	510 W ELBERTA DR	07/31/2016	3,120.00	3,120.00
QUESTAR GAS	080216	530 W ELBERTA DR	08/02/2016	26.66	26.66
Total 10-51-270 UTILITIES:				3,146.66	3,146.66
10-53-110 SALARIES/WAGES-PERMANENT					
STEVE PASTORIK	082016	JULY & AUGUST 2016 WORK	08/31/2016	850.00	850.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total 10-53-110 SALARIES/WAGES-PERMANENT:				850.00	850.00
10-53-240 OFFICE SUPPLIES AND EXPENSE					
LAYTON OFFICE SUPPLY	0188639-001	OFFICE SUPPLIES	08/15/2016	7.40	7.40
Total 10-53-240 OFFICE SUPPLIES AND EXPENSE:				7.40	7.40
10-53-310 PROFESSIONAL/TECHINCAL SERVICE					
IBI BROUP	10002003	GENERAL PLAN UPDATE	06/16/2016	2,795.63	2,795.63
LES OLSEN CO.	MNS000361	PLANNING MONTHLY IT SUPPORT	07/29/2016	69.18	69.18
WILLIAMS & HUNT	38595	ATTORNEY FEES-DEER CREST	07/31/2016	598.50	598.50
Total 10-53-310 PROFESSIONAL/TECHINCAL SERVICE:				3,463.31	3,463.31
10-54-240 OFFICE SUPPLIES AND EXPENSE					
LES OLSEN CO.	EA664801	PD QTRLY COPIER CONTRACT	07/29/2016	235.10	235.10
Total 10-54-240 OFFICE SUPPLIES AND EXPENSE:				235.10	235.10
10-54-250 SUPPLIES/MAINTENANCE					
ZION'S BANK-BANKCARD CENT	081616.14	HERRICK INDUSTRIAL-CROSSING GUARD EQUIPMENT	08/16/2016	120.52	120.52
ZION'S BANK-BANKCARD CENT	081616.14	A-1 MEDICAL-POLICE SUPPLIES	08/16/2016	52.00	52.00
ZION'S BANK-BANKCARD CENT	081616.14	A-1 UNIFORMS-BADGE HOLDER	08/16/2016	21.88	21.88
ZION'S BANK-BANKCARD CENT	081616.14	HERRICK INDUSTRIAL-TRAFFIC CONES FOR CROSSING	08/16/2016	35.45	35.45
Total 10-54-250 SUPPLIES/MAINTENANCE:				229.85	229.85
10-54-251 VEHICLE:FUEL					
TOM RANDALL DISTRIBUTING	0244232	FUEL - POLICE DEPT	06/10/2016	1,315.15	1,315.15
TOM RANDALL DISTRIBUTING	0246237	FUEL - POLICE DEPT	07/28/2016	1,434.44	1,434.44
Total 10-54-251 VEHICLE:FUEL:				2,749.59	2,749.59
10-54-253 VEHICLE: MAINTENANCE					
WOODRUFF AUTO	067112	VEHICLE MAINTENANCE 12-CHARGER	05/31/2016	45.00	45.00
WOODRUFF AUTO	67112	POLICE VEHICLE MAINTENANCE	05/31/2016	45.00	45.00
Total 10-54-253 VEHICLE: MAINTENANCE:				90.00	90.00
10-54-280 COMMUNICATION SERVICES					
VERIZON WIRELESS	9769633624	MONTHLY SERVICE-PD LAPTOP AIRCARDS	08/01/2016	400.10	400.10
Total 10-54-280 COMMUNICATION SERVICES:				400.10	400.10
10-54-320 ANIMAL SERVICES					
RAY ALLEN MANUFACTURING	RINV010422	K-9 SUPPLIES	08/03/2016	43.58	43.58
RAY ALLEN MANUFACTURING	RINV010751	DOG EQUIPMENT	08/05/2016	15.99	15.99
Total 10-54-320 ANIMAL SERVICES:				59.57	59.57
10-54-330 EDUCATION AND TRAINING					
ZION'S BANK-BANKCARD CENT	081616.14	BUREAU OF CRIMINAL ID-BCI TAC CONFERENCE REGIS	08/16/2016	190.00	190.00
Total 10-54-330 EDUCATION AND TRAINING:				190.00	190.00
10-54-620 CONTRACTUAL SERVICES					
LES OLSEN CO.	MNS000361	PD MONTHLY IT SERVICE	07/29/2016	795.51	795.51

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total 10-54-620 CONTRACTUAL SERVICES:				795.51	795.51
10-58-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP					
ZION'S BANK-BANKCARD CENT	081616.7	INT'L CODE COUNCIL INC-BUILDING CODE BOOKS	08/16/2016	491.78	491.78
Total 10-58-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP:				491.78	491.78
10-58-310 PROFESSIONAL & TECHNICAL					
SUNRISE ENGINEERING INC	0082857	SERVICES THROUGH JULY 30, 2016	08/04/2016	4,000.00	4,000.00
Total 10-58-310 PROFESSIONAL & TECHNICAL:				4,000.00	4,000.00
10-60-250 EQUIP/SUPPLIES/MAINTENANCE					
ZION'S BANK-BANKCARD CENT	081616.12	JELSCO-ENGRAVED PLATES	08/16/2016	20.00	20.00
Total 10-60-250 EQUIP/SUPPLIES/MAINTENANCE:				20.00	20.00
10-60-251 VEHICLE:FUEL					
TOM RANDALL DISTRIBUTING	0244232	FUEL - PUBLIC WORKS DEPT	06/10/2016	289.78	289.78
TOM RANDALL DISTRIBUTING	0246237	FUEL - PUBLIC WORKS DEPT	07/28/2016	195.63	195.63
Total 10-60-251 VEHICLE:FUEL:				485.41	485.41
10-60-253 VEHICLE: MAINTENANCE					
ZION'S BANK-BANKCARD CENT	081616.12	OREILLY AUTO-SERVICE & BRAKES ON TRUCK #11	08/16/2016	92.96	92.96
Total 10-60-253 VEHICLE: MAINTENANCE:				92.96	92.96
10-60-271 UTILITIES-SCHOOL XING					
ROCKY MOUNTAIN POWER	080316	3759 N 900 W	08/03/2016	16.82	16.82
ROCKY MOUNTAIN POWER	080316	3592 N 900 W	08/03/2016	16.82	16.82
Total 10-60-271 UTILITIES-SCHOOL XING:				33.64	33.64
10-60-310 PROFESSIONAL/TECHNICAL SERVICE					
INTERMOUNTAIN WORKMED	2801477-OG	DRUG TESTING-BART & JEFF	08/01/2016	141.00	141.00
LES OLSEN CO.	MNS000361	PW'S MONTHLY IT SUPPORT	07/29/2016	138.35	138.35
Total 10-60-310 PROFESSIONAL/TECHNICAL SERVICE:				279.35	279.35
10-60-470 STREET SUPPLIES/MATERIALS					
ZION'S BANK-BANKCARD CENT	081616.12	FASTENAL-ELEC CONN FOR SCHOOL ZONE SIGNS	08/16/2016	5.12	5.12
ZION'S BANK-BANKCARD CENT	081616.13	LOWES-SAWHORSES FOR BUILDING SIGNS	08/16/2016	59.00	59.00
ZION'S BANK-BANKCARD CENT	081616.3	SHERWIN-WILLIAMS-RED CURB PAINT	08/16/2016	509.70	509.70
ZION'S BANK-BANKCARD CENT	081616.3	FASTENAL COMPANY-ROAD MARKING PAINT	08/16/2016	60.46	60.46
ZION'S BANK-BANKCARD CENT	081616.3	FASTENAL-ROAD MARKING PAINT	08/16/2016	10.08	10.08
Total 10-60-470 STREET SUPPLIES/MATERIALS:				644.36	644.36
10-60-490 CLASS "C"ROAD EXPENDITURES					
INTERMOUNTAIN TRAFFIC SAF	35226	REGULATORY & STREET SIGNS	08/17/2016	1,772.70	1,772.70
INTERMOUNTAIN TRAFFIC SAF	35227	SIGNS, POSTS & HARDWARE	08/17/2016	1,466.04	1,466.04
INTERMOUNTAIN TRAFFIC SAF	35228	STREET SIGNS & POSTS	08/17/2016	950.40	950.40
ZION'S BANK-BANKCARD CENT	081616.3	SHERWIN WILLIAMS-STRIPING PAINT & BEADS	08/16/2016	870.76	870.76
Total 10-60-490 CLASS "C"ROAD EXPENDITURES:				5,059.90	5,059.90

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
10-63-240 OFFICE SUPPLIES AND EXPENSE					
ZION'S BANK-BANKCARD CENT	081616.16	WALMART-YOUTH CITY COUNCIL	08/16/2016	87.30	87.30
Total 10-63-240 OFFICE SUPPLIES AND EXPENSE:				87.30	87.30
10-70-251 VEHICLE:FUEL					
TOM RANDALL DISTRIBUTING	0244232	FUEL - PARKS	06/10/2016	312.09	312.09
TOM RANDALL DISTRIBUTING	0246237	FUEL - PARKS	07/28/2016	282.54	282.54
Total 10-70-251 VEHICLE:FUEL:				594.63	594.63
10-70-253 VEHICLE: MAINTENANCE					
ZION'S BANK-BANKCARD CENT	081616.12	OREILLY AUTO-SERVICE & BRAKES ON TRUCK #11TRU	08/16/2016	68.75	68.75
Total 10-70-253 VEHICLE: MAINTENANCE:				68.75	68.75
10-70-260 BLDGS/GROUNDS-SUPPLIES & MAINT					
ZION'S BANK-BANKCARD CENT	081616.9	OGDEN LAWN & GARDEN-SAW CHAINS	08/16/2016	80.78	80.78
ZION'S BANK-BANKCARD CENT	081616.9	LOWES-STEEL WOOL/STOPS RUS CLEAR	08/16/2016	15.79	15.79
ZION'S BANK-BANKCARD CENT	081616.9	IFA OGDEN-ROUNDUP & AMINE	08/16/2016	144.99	144.99
ZION'S BANK-BANKCARD CENT	081616.9	EWING IRRIGATIONS PRD-HTR 24VAC SOLNOD	08/16/2016	44.20	44.20
ZION'S BANK-BANKCARD CENT	081616.9	OREILLY AUTO-OIL FOR JAKE MOWER	08/16/2016	83.94	83.94
ZION'S BANK-BANKCARD CENT	081616.9	VICS QUALITY SAFE & KEY-DUP KEYS	08/16/2016	63.75	63.75
Total 10-70-260 BLDGS/GROUNDS-SUPPLIES & MAINT:				433.45	433.45
10-70-270 UTILITIES					
PLEASANT VIEW CITY	073116	550 W ELBERTA DR #2	07/31/2016	2,328.00	2,328.00
PLEASANT VIEW CITY	073116	885 W PLEASANT VIEW DRIVE #2	07/31/2016	1,380.00	1,380.00
PLEASANT VIEW CITY	073116	3100 N 800 W	07/31/2016	2,242.00	2,242.00
PLEASANT VIEW CITY	073116	401 W 4300 N	07/31/2016	750.00	750.00
Total 10-70-270 UTILITIES:				6,700.00	6,700.00
10-71-230 TRAVEL					
ZION'S BANK-BANKCARD CENT	081616.16	NRPA HOUSING-CONF LODGING	08/16/2016	184.33	184.33
ZION'S BANK-BANKCARD CENT	081616.16	DELTA AIR-AIRLINE FLIGHTS TO CONF	08/16/2016	586.20	586.20
ZION'S BANK-BANKCARD CENT	081616.16	ZION'S AMAZING DEALS-CREDIT	08/16/2016	2.50-	2.50-
Total 10-71-230 TRAVEL:				768.03	768.03
10-71-250 EQUIP/SUPPLIES/MAINTENANCE					
BSN SPORTS INC	98093758	FIELD PAINT	08/01/2016	427.77	427.77
ZION'S BANK-BANKCARD CENT	081616.16	WALMART-RECREATION	08/16/2016	18.86	18.86
ZION'S BANK-BANKCARD CENT	081616.16	WALMART-RECREATION	08/16/2016	4.92	4.92
ZION'S BANK-BANKCARD CENT	081616.16	DOLLAR TREE-FLAG FOOTBALL BAGS	08/16/2016	7.00	7.00
ZION'S BANK-BANKCARD CENT	081616.16	DOLLAR TREE-RECREATION SUPPLIES	08/16/2016	5.00	5.00
ZION'S BANK-BANKCARD CENT	081616.16	DICK'S SPORTING GOODS-FOOTBALLS	08/16/2016	59.98	59.98
ZION'S BANK-BANKCARD CENT	081616.16	CAFE RIO NORTH-GIFT CARD	08/16/2016	25.00	25.00
ZION'S BANK-BANKCARD CENT	081616.16	WM SUPERCENTER-RECREATION SUPPLIES	08/16/2016	29.92	29.92
ZION'S BANK-BANKCARD CENT	081616.16	THE SONORA GRILL-2 GIFT CARDS	08/16/2016	50.00	50.00
ZION'S BANK-BANKCARD CENT	081616.16	MEGAPLEX @ THE JUNCTION-GIFT CARD	08/16/2016	25.00	25.00
Total 10-71-250 EQUIP/SUPPLIES/MAINTENANCE:				653.45	653.45
10-71-310 PROFESSIONAL/TECHINCAL SERVICE					
LES OLSEN CO.	MNS000361	RECREATION MONTHLY IT SUPPORT	07/29/2016	138.35	138.35

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total 10-71-310 PROFESSIONAL/TECHINCAL SERVICE:				138.35	138.35
10-71-330 EDUCATION AND TRAINING					
ZION'S BANK-BANKCARD CENT	081616.16	NRPA-CONFERENCE REGISTRATION	08/16/2016	409.00	409.00
Total 10-71-330 EDUCATION AND TRAINING:				409.00	409.00
10-75-630 COMMUNITY PROMOTIONS					
ZION'S BANK-BANKCARD CENT	081616.16	WALMART-WEBER COUNTY FAIR	08/16/2016	9.97	9.97
Total 10-75-630 COMMUNITY PROMOTIONS:				9.97	9.97
40-46-740 CAPITAL OUTLAY - EQUIPMENT					
MELINDA GREENWOOD	082016	REIMBURSEMENT FOR FIRST AID KIT PURCHASE	08/31/2016	243.18	243.18
Total 40-46-740 CAPITAL OUTLAY - EQUIPMENT:				243.18	243.18
41-40-251 VEHICLE:FUEL					
TOM RANDALL DISTRIBUTING	0244232	FUEL - STORM WATER DEPT	06/10/2016	89.16	89.16
TOM RANDALL DISTRIBUTING	0246237	FUEL - STORM WATER DEPT	07/28/2016	21.73	21.73
Total 41-40-251 VEHICLE:FUEL:				110.89	110.89
41-40-310 PROFESSIONAL/TECHINCAL SERVICE					
CASELLE	75017	hourly support CHARGES	08/01/2016	27.50	27.50
UTAH DIVISION OF WATER QU	177000000000	2017 STATE FISCAL YEAR ANNUAL MUNICIPAL STORMW	07/14/2016	880.00	880.00
Total 41-40-310 PROFESSIONAL/TECHINCAL SERVICE:				907.50	907.50
41-46-740 CAPTIAL OUTLAY - EQUIPMENT					
RMT	W33713	SIDE HILL MOWER FOR DETENTION BASIN	07/29/2016	24,534.00	24,534.00
Total 41-46-740 CAPTIAL OUTLAY - EQUIPMENT:				24,534.00	24,534.00
43-40-730 IMPROVEMENTS CONSTRUCTION					
ZION'S BANK-BANKCARD CENT	081616.9	BEAR RIVER VALLEY STORE-RR TIES FOR ROCK PROJE	08/16/2016	311.60	311.60
ZION'S BANK-BANKCARD CENT	081616.9	DURK'S PLMBNG-FABRIC FOR ROCK WEST OF OFFICE	08/16/2016	626.66	626.66
ZION'S BANK-BANKCARD CENT	081616.9	DURK'S PLMBNG-PINS FOR FABRIC WEST OF OFFICE	08/16/2016	6.00	6.00
Total 43-40-730 IMPROVEMENTS CONSTRUCTION:				944.26	944.26
43-40-740 CAPTIAL OUTLAY - EQUIPMENT					
CDW GOVERNMENT, INC.	DSX9190	DESKTOP COMPUTER FOR PD	07/25/2016	741.51	741.51
LES OLSEN CO.	EQ100554	LAPTOP FOR MELINDA	07/20/2016	1,602.64	1,602.64
SAM T EVANS	1E+05A	TRUCK BOXES FOR PD	07/18/2016	1,900.00	1,900.00
ZION'S BANK-BANKCARD CENT	081616.8	AMAZON MRKTPLC-WATER COOLERS FOR PW'S	08/16/2016	275.70	275.70
Total 43-40-740 CAPTIAL OUTLAY - EQUIPMENT:				4,519.85	4,519.85
43-40-750 LEASE					
WHEELER CAT	RS0000053826	BACKHOE LEASE	07/29/2016	7,000.00	7,000.00
Total 43-40-750 LEASE:				7,000.00	7,000.00
45-46-310 PROFESSIONAL & TECHNICAL					
MERIDIAN ENGINEERING, INC	16046-02	2550 N SIDEWALK (WACOG)	08/22/2016	8,393.74	8,393.74
PROJECT ENGINEERING CONS	16809	SKYLINE DRIVE EA	07/31/2016	24,288.35	24,288.35

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total 45-46-310 PROFESSIONAL & TECHNICAL:				32,682.09	32,682.09
51-40-240 OFFICE SUPPLIES AND EXPENSE					
ZION'S BANK-BANKCARD CENT	081616.4	OFFICEMAX-PENS AND CALENDAR	08/16/2016	30.47	30.47
Total 51-40-240 OFFICE SUPPLIES AND EXPENSE:				30.47	30.47
51-40-250 EQUIP/SUPPLIES/MAINTENANCE					
HYDRO SPECIALTIES COMPAN	18656	PRV PARTS	07/28/2016	4,326.40	4,326.40
HYDRO SPECIALTIES COMPAN	18663	METERS 1" PRV PARTS (3)	07/28/2016	1,700.96	1,700.96
ZION'S BANK-BANKCARD CENT	081616.12	LOWES-BROOM	08/16/2016	10.98	10.98
ZION'S BANK-BANKCARD CENT	081616.4	SOD BUSTER-SOD FOR 1100 W SERVICE REPLACEMEN	08/16/2016	63.60	63.60
ZION'S BANK-BANKCARD CENT	081616.4	DURK'S PLMBNG-PRV FITTINGS	08/16/2016	9.19	9.19
Total 51-40-250 EQUIP/SUPPLIES/MAINTENANCE:				6,111.13	6,111.13
51-40-251 VEHICLE:FUEL					
TOM RANDALL DISTRIBUTING	0244232	FUEL - WATER DEPT	06/10/2016	89.16	89.16
TOM RANDALL DISTRIBUTING	0246237	FUEL - WATER DEPT	07/28/2016	152.13	152.13
Total 51-40-251 VEHICLE:FUEL:				241.29	241.29
51-40-253 VEHICLE: MAINTENANCE					
ZION'S BANK-BANKCARD CENT	081616.12	OREILLY AUTO-SERVICE & BRAKES ON TRUCK #11TRU	08/16/2016	111.42	111.42
ZION'S BANK-BANKCARD CENT	081616.12	OREILLY AUTO-#1 PICKUP TUNE UP & SERVICE	08/16/2016	115.76	115.76
Total 51-40-253 VEHICLE: MAINTENANCE:				227.18	227.18
51-40-310 PROFESSIONAL/TECHINCAL SERVICE					
CASELLE	75017	hourly support CHARGES	08/01/2016	27.50	27.50
LES OLSEN CO.	MNS000361	WATER MONTHLY IT SUPPORT	07/29/2016	138.35	138.35
ZION'S BANK-BANKCARD CENT	081616.4	HACH COMPANY-CHOLORINE SAMPLES	08/16/2016	53.29	53.29
Total 51-40-310 PROFESSIONAL/TECHINCAL SERVICE:				219.14	219.14
51-40-810 BOND PRINCIPAL					
US BANK	08302016	2004 WATER REVENUE BONDS	08/30/2016	100,000.00	100,000.00
Total 51-40-810 BOND PRINCIPAL:				100,000.00	100,000.00
51-46-310 PROFESSIONAL & TECHNICAL					
HANSEN & ASSOCIATES, INC.	16859	SURVEY WORK FOR WBWCD CONNECTION	08/05/2016	195.00	195.00
Total 51-46-310 PROFESSIONAL & TECHNICAL:				195.00	195.00
51-46-730 IMPROVEMENTS-CONSTRUCTION					
JOHNSON ELECTRIC MOTOR I	5933	ALDER WELL REHAB	07/22/2016	204.00	204.00
Total 51-46-730 IMPROVEMENTS-CONSTRUCTION:				204.00	204.00
51-46-820 INTERST ON BONDS					
US BANK	083016	2015 WATER REVENUE BOND	08/30/2016	16,530.46	16,530.46
US BANK	08302016	2004 WATER REVENUE BONDS	08/30/2016	6,594.60	6,594.60
Total 51-46-820 INTERST ON BONDS:				23,125.06	23,125.06

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
53-40-251 VEHICLE:FUEL					
TOM RANDALL DISTRIBUTING	0244232	FUEL - SEWER DEPT	06/10/2016	133.74	133.74
TOM RANDALL DISTRIBUTING	0246237	FUEL - SEWER DEPT	07/28/2016	86.93	86.93
Total 53-40-251 VEHICLE:FUEL:				220.67	220.67
53-40-310 PROFESSIONAL/TECHINCAL SERVICE					
CASELLE	75017	hourly support CHARGES	08/01/2016	27.50	27.50
Total 53-40-310 PROFESSIONAL/TECHINCAL SERVICE:				27.50	27.50
55-40-310 PROFESSIONAL AND TECH SERV					
CASELLE	75017	hourly support CHARGES	08/01/2016	27.50	27.50
Total 55-40-310 PROFESSIONAL AND TECH SERV:				27.50	27.50
55-40-510 DISPOSAL-LANDFILL					
WEBER COUNTY TRANSFER S	073016	DISPOSAL	07/30/2016	22,614.08	22,614.08
Total 55-40-510 DISPOSAL-LANDFILL:				22,614.08	22,614.08
Grand Totals:				300,482.84	300,482.84

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

[CLICK HERE to print this page](#)



Outdoor summit focuses on building Utah's recreation economy

September 4, 2016



OGDEN — The Beehive State currently boasts one of the strongest state economies in the nation, with unemployment lower than the national average and the state adding thousands of new jobs in technology, manufacturing and outdoor recreation.

Figures from the Governor's Office of Economic Development show Utah's outdoor industry employs approximately 120,000 people while generating more \$12 billion in annual economic impact. And with the state's population expected to grow in the next decade, stakeholders are already working to explore and share ways that can grow, promote and enhance Utah's recreation economy, said Tom Adams, director of the Utah Office of Outdoor Recreation.

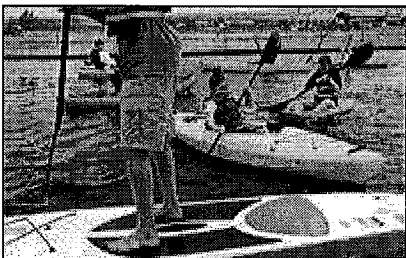
The agency was one of the main organizers of the Utah Outdoor Recreation Summit held Thursday at the Ogden Eccles Conference Center with a goal of gathering input to create a 10-year recreation plan.

The plan should encompass four main goals: "Improve the health and wellness and quality of life of all Utahns; strengthen the economic vitality of Utah's communities and businesses; enhance the close-to-home recreation assets and access; encourage the enjoyment and stewardship of our public lands," Adams said.

A rough draft of the plan is expected to be developed by 2018, Adams said.

Among the keys to growing the state's outdoor recreation economy will be to protect the natural assets that provide such attractive venues for tourists and local enthusiasts year-round, as well as luring other nonrelated businesses to the state, Ogden Mayor Mike Caldwell said.

"Goldman Sachs now has 2,300 employees here because of this great quality of life," he said, noting that outdoor recreation helps drive bringing information technology jobs to Utah.



People try kayaking and stand-up paddle boarding at the third annual Outdoor Adventure Days at the Lee Kay Public Shooting Range in Salt Lake City on Friday, June 10, 2016. (Photo: Laura Seitz, Deseret News, File)

The true economic impact of outdoor recreation is much broader than the \$12 billion when you consider the other industries that are attracted to Utah by the ready availability of outdoor activities, he said.

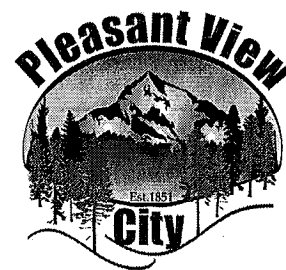
Caldwell noted that his city is home to more than 40 recreation-based firms that employ about 1,600 people and provide an enormous impact economically to the metro area beyond outdoor recreation.

“We’ve also got a really robust advanced manufacturing cluster and aerospace as well,” he said. “It’s a unique ecosystem that has helped us be successful a lot quicker than a smaller city that doesn’t have that kind of talent available.”

Utah Gov. Gary Herbert said growth in the state’s outdoor recreation industry should continue as long as it is well-managed by both private and public interests.

“The growth that is taking place is phenomenal and we have great potential for the future,” he said.

Memo



To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator *MG*
Meeting Date: September 13, 2016
Re: Discussion and possible approval of a contract for Small Claims Court Services

I. RECOMMENDED ACTION

Recommend the Council approve the contract with Laura Barker for Small Claims Court services.

II. DESCRIPTION / BACKGROUND

Pleasant View City Judge Lambert and Clerk of the Court Elaine Larson requested assistance with getting a contract in place for small claims court services. They have worked to establish a relationship with Laura Barker, the North Ogden Clerk of the Court, who has agreed to conduct court clerk activities when small claims court cases come in for the City. This happens approximately six times per year.

The City is required to provide these services. The individual who has provided the services in the past is no longer able to do so, which is the reason for bringing this agreement to the City Council this evening.

Hopefully Judge Lambert and Clerk Larson will be on hand to answer questions the Mayor and Council may have about this agreement.

Staff recommends approval of a contract for the scope of work as outlined.

III. IMPACT

A. Fiscal – The City has previously contracted for such services, and the proposed rates are in line with fair billing rates.

IV. ALTERNATIVES

A. None.

V. SCHEDULE / TIME CONSTRAINTS

A. The agreement need to be approved quickly, as nothing is in place for the services.

VI. LIST OF ATTACHMENTS

A. Scope of Work for Small Claims Court Services

CONSULTANT CONTACT INFORMATION

Laura R. Barker Cell: 801-782-8774 Work: 801-737-2203 lbarker@nogden.org	Refer counter calls and needs for immediate answers to: Elaine Larson, Pleasant View Clerk of the Court
--	--

PLEASANT VIEW CITY CONTACT INFORMATION & DETAILS

520 West Elberta Drive

Pleasant View, UT 84414

801-782-8529 (O)

801-782-0539 (F)

Business Office Hours: M-TH 8-5; F 8-Noon

Justice Court Hours: Tuesdays 4:30 PM

City Administrator	Melinda Greenwood 801-827-0466 (O) 801-745-7645 (C) mgreenwood@pleasantviewcity.com
Court Clerk	Elaine Larson 801-827-0457 el Larson@pleasantviewcity.com
Judge	Pat Lambert

PLEASANT VIEW CITY SCOPE

1. Pleasant View Clerk of the Court to inform consultant when small claims case has been received
2. Pleasant View Clerk of the Court to coordinate with consultant for scheduling of small claims hearings dates
3. Pleasant View Clerk of the Court to ensure courtroom availability on small claims hearings dates

CONSULTANT SCOPE

1. Coordinate with Small Claims Judge to set dates for small claims hearings
2. Coordinate with Pleasant View Clerk of the Court to enter cases and accept filing fees
3. Function as court clerk in small claims hearings
4. Enter dispositions and hearing notes for all small claims hearings
5. Prepare small claims judgments as needed and mail or hand deliver in court to all parties
6. Prepare and send invoice to Pleasant View City for services rendered

CONSULTANT BILLING RATES

- 50.00 per small claims case with filing fee of 60.00
- 60.00 per small claims case with filing fee of 100.00
- 130.00 per small claims case with filing fee of 185.00
- 50.00 per each small claims hearing held after first setting of case

MANAGEMENT ANALYST

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited bylaw.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned." In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

ADVERTISEMENT LANGUAGE:

Management Analyst - The City of Pleasant View, Utah is recruiting for a Management Analyst. Responsible for management of special projects as assigned, policy development and analysis, financial and budget analysis, public relations, procurement, supervision of the recreation division and the court/utility billing clerk, and organizational safety. This position is classified as FLSA non-exempt, though hourly requirements may exceed 40 hours/week from time to time. Attendance at evening meetings will occasionally be required. Per the City Council, starting salary is not to exceed **\$40,000.00** annually, depending on qualifications. A 4-year degree in, Public Administration, Planning, Business or a closely related field plus a minimum of two (2) years' experience, is required. An equivalent level of experience may be substituted for a degree. An MPA is highly desirable. Applications and complete job description may be picked up at City Hall, 520 W. Elberta Drive, Pleasant View, UT 84414, by calling 801-782-8529, emailing info@pleasantviewcity.com, or on-line at www.pleasantviewcity.com. Applications are due by Friday, October 28 at 12:00 PM. The City of Pleasant View is an Equal Opportunity Employer.

PLEASANT VIEW CITY MANAGEMENT ANALYST

DEPARTMENT:	Administration	CLASSIFICATION:	Full-time
DESIGNATION:	FLSA Non-exempt		
SALARY RANGE:	\$43,220.40 to \$61,318.40 (annually)	APPROVED:	9/2016

REPORTING RELATIONSHIPS

Position Reports to: City Administrator
Positions Supervised: Recreation Coordinator
Court Clerk/Utility Billing Clerk
Other positions as assigned

DISTINGUISHING FEATURES OF THE POSITION

Under general supervision, performs a variety of professional, technical, analytical and administrative work in providing staffing support to the City Administrator and department directors. This is a skilled professional position requiring a thorough understanding of city government, project management, data analysis, policy analysis, conducting research, intergovernmental coordination, supervision techniques and professional writing.

Provides professional advice and recommendations to elected and appointed officials and City staff.

Interacts with residents, elected officials, developers, contractors and other public, the media, and other governmental entities.

FUNCTIONS & DUTIES

As **Management Analyst**, this position will be responsible for:

- Manages special and ongoing programs and projects, which may include design, development, coordination and implementation.
- Performs extensive research for special projects, compiles and presents information and recommendations.
- Collects information on operational, technical and administrative problems and performs comprehensive analysis including conducting, completing, and analyzing studies, surveys, and audits.
- Writes clear and accurate statistical reports, policies, staff reports or manuals which may be complex, controversial, or highly sensitive; makes recommendations to management based on findings.
- Conducts organizational and procedural analyses utilizing field investigation and analytical techniques to identify.
- Develops and implements practices, programs, policies and procedures, and any other elements affecting municipal services delivery.
- Assisting with the procurement process by drafting RFPs, RFQs, etc. and managing the contract award processes.
- Manages both long and short-term contracted services.
- Conducts long and short-range research studies to assist management decision making.
- Oversees and manages the City's safety program and Safety Committee.
- Designs procedures to increase effectiveness, efficiency and economy of work processes, policy determination and management decision-making.

PLEASANT VIEW CITY MANAGEMENT ANALYST

- Prepares detailed reports and makes presentations to management, elected officials and the public.
- Assists in the preparation, coordination and presentation of the city's annual operational budget, capital improvement budget, financial forecasting and internal fiscal controls.
- Prepares and submits grant applications; manages grant funded projects, including, reporting and reimbursements.
- Responds to and resolves a variety of sensitive inquiries or complaints requiring interpretation of ordinances, City and departmental policies and procedures
- Represents the City on various boards and committees as assigned or invited on various committees in the City, the community or at the regional level.
- May confer with management and legal counsel to determine City's position on an issue; coordinates and implements solutions to resolve the problem or issue.
- Writes a variety correspondence and documents for internal/external use; writes articles to be placed in city bulletins, newsletters, flyers and other publications.
- Attends evening meetings to present projects, staff reports and recommendations.
- Assisting the City Administrator in running the day to day operations of the City as needed.
- Assisting with economic development activities.
- Being familiar with and following City policies.
- Performing any other duties as assigned.

QUALIFICATIONS & COMPETENCIES

EDUCATION / CERTIFICATION:

- 4-year degree in Business, Urban Planning, Public Administration or a closely related field and/or an equivalent level of experience is required.
- A MPA is preferred.

EXPERIENCE REQUIRED:

- A minimum of two (2) year's relevant work experience is required.

REQUIRED KNOWLEDGE:

- Knowledge of management theory, methods, and practices; municipal organizations and department operations including applicable laws and regulations; budgeting and related statistical procedures.
- Principles and practices of comprehensive urban planning, public administration, economics, sociology and community organization, budgeting, statistical analysis, and public relations.
- Federal, state, and local laws.
- Public meeting laws of the State of Utah.
- Land use laws of the State of Utah.
- Familiarity with the City's codes relating to planning & development, and development policies and procedures.
- State of Utah's records retention laws.

SKILLS / ABILITIES:

- Communication skills, including public presentations and creation of written documents.
- Ability to research, analyze, plan and organize workload and projects.

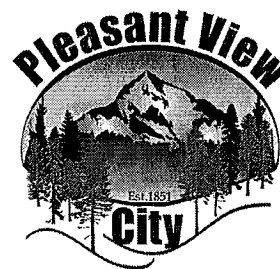
PLEASANT VIEW CITY MANAGEMENT ANALYST

- Ability to establish effective working relationships with contractors, developers, owners, architects, engineers, supervisors, employees, elected officials and public.
- Ability to present a positive and professional image of Pleasant View City.
- Ability to perform multiple tasks
- Ability to operate standard office equipment
- Ability to travel to meetings and visit sites.
- Creative problem solving, arbitration, and negotiation.
- Requires moderate independent decision making within duties or daily operations and within the allocation of resources, time or equipment.
- Operation of computers and general office equipment.

WORKING CONDITIONS

- Working conditions may vary.
Work is mostly performed in a climate-controlled office. •
- Outdoor site visits which may involve a variety of weather conditions.
- Travel, typically by vehicle, is frequently required.
- No significantly hazardous conditions exist.

Memo



To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator *MG*
Meeting Date: September 13, 2016
Re: Discussion on the Creation of Policy and Procedures for the Governing Body

I. RECOMMENDED ACTION

Recommend the Mayor and Council hold a discussion on creating and implementing policy and procedures for the governing body.

II. DESCRIPTION / BACKGROUND

Utah State Code 10-3-606 requires that all municipalities "adopt rules of order and procedure to govern a public meeting of the legislative body." This provision was adopted by the state legislature in 2011, and Pleasant View has not ever completed this requirement.

The Mayor asked staff to bring this project forward to the City Council for discussion on how to proceed forward with drafting those policies or bylaws.

To stimulate the conversation and give ideas to the City Council as to what can be covered in such policies, several samples from other cities are attached.

The Mayor and Council should touch on the following during the policy discussion:

1. What Council wants to have included
2. What they don't want to have included
3. The level of detail to cover
4. How to go about creating and drafting the policies
 - a. The Council may want to consider assigning a subcommittee to draft policy and bring back to meetings for discussion and eventual approval
 - b. Having this be a continual agenda item so the entire council can be involved in the process
 - c. Other preferred options

Staff recommends the Mayor and Council begin the discussion and give staff direction on how they would like to proceed with completing the project.

III. IMPACT

- A. **Fiscal** – None
- B. **Service** – The City Council would

IV. ALTERNATIVES

- A. None

V. SCHEDULE / TIME CONSTRAINTS

- A. None

VI. LIST OF ATTACHMENTS

H

- A. State Code:10-3-606 Rules of order and procedure
- B. Sample Policies:
 - i. City of Draper
 - ii. City of Santa Clara
 - iii. Covington City
 - iv. Ogden City
 - v. Enoch
 - vi. Nephi
 - vii. Murray
 - viii. Santaquin
 - ix. Highland
 - x. Pleasant View City Planning Commission

10-3-606 Rules of order and procedure.

- (1) As used in this section, "rules of order and procedure" means a set of rules that govern and prescribe in a public meeting:
- (a) parliamentary order and procedure;
 - (b) ethical behavior; and
 - (c) civil discourse.
- (2)
- (a) Subject to Subsection (2)(b), a municipal legislative body shall:
 - (i) adopt rules of order and procedure to govern a public meeting of the legislative body;
 - (ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (2)(a)(i); and
 - (iii) make the rules of order and procedure described in Subsection (2)(a)(i) available to the public:
 - (A) at each meeting of the municipal legislative body; and
 - (B) on the municipality's public website, if available.
 - (b) Subsection (2)(a) does not affect a municipal legislative body's duty to comply with Title 52, Chapter 4, Open and Public Meetings Act.

Repealed and Re-enacted by Chapter 107, 2011 General Session

CITY OF DRAPER

**CITY COUNCIL
MEETING**

POLICIES AND PROCEDURES

TABLE OF CONTENTS

1. PURPOSE	
1.1 Meeting Rules and Procedures	1
2. AUTHORITY	
2.1 City Code.....	1
3. GENERAL RULES	
3.1 Public Meetings	1
3.2 Location.....	1
3.3 Quorum.....	1
3.4 Recognition by the Mayor	1
3.5 Public Comment	1
3.6 Minutes.....	1
4. TYPES OF MEETINGS	
4.1 Regular Meetings	2
4.2 Special Meetings	2
4.3 Emergency Meetings.....	2
4.4 Closed Meetings	2
4.5 Work Sessions	2
4.6 Retreats.....	2
4.7 Electronic Meetings.....	2, 3
5. ORDER OF BUSINESS	
5.1 Study Meeting (Pre-meeting)	3
5.2 Regular and Special Meetings.....	3, 4, 5
5.3 Emergency Meetings.....	5
5.4 Work Sessions	5
5.5 Retreats.....	5
6. PRESIDING OFFICER AND DUTIES	
6.1 Mayor as the Presiding Officer	5
6.2 Call to Order.....	5
6.3 Preservation of Order	6
6.4 Points of Order	6
6.5 Time Limits	6
6.6 Substitution for Mayor	6
6.7 Motion to be Clear.....	6
6.8 Call for Vote.....	6
7. TYPES OF MOTIONS AND RECONSIDERATION	
7.1 Motions Require a Second	6
7.2 Motions Requiring a Two-thirds Vote	6
7.3 Motions to Approve.....	6
7.4 Motions to Amend.....	6
7.5 Motions to Continue.....	6, 7

7.6	Motions to Table	7
7.7	Motions which do not receive at least three votes on either side	7
7.8	Motions to Reconsider a Decision.....	7, 8
7.9	Question on the Motion.....	8
8.	ORDINANCES, RESOLUTIONS, AND AGREEMENTS	
8.1	Ordinances	8
8.2	Resolutions	8
8.3	Agreements.....	8
8.4	Form	8
8.5	Funding.....	8
8.6	Adoption of Ordinance, Resolution, or Agreement	8
9.	CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS	
9.1	Resident Committees, Boards and Commissions	9
9.2	Member Approval	9
9.3	Ad-hoc Resident Committees.....	9
10.	PUBLIC HEARINGS	
10.1	Purpose of Public Hearings	9
10.2	Before the Public Hearing	9
10.3	Order of Public Hearings and Consideration of Items on the Agenda	9, 10
10.4	Manner of Addressing the City Council.....	10
10.5	Questions from City Council Members.....	10
11.	RULES OF CONDUCT	
11.1	Disorderly Persons	10
11.2	Disorderly Council Members	10

CITY COUNCIL MEETING RULES AND PROCEDURES

1. PURPOSE

- 1.1 Meeting Rules and Procedures: These Meeting Rules and Procedures of the City Council of the City of Draper are intended for the government of the City Council, the preservation of order, and the orderly transaction of City Council business.

2. AUTHORITY

- 2.1 City Code: Pursuant to Draper City Code Chapter 2-1 the City Council may determine its own procedures and rules governing its conduct and orderly operation of City Council meetings and City business. These rules shall be in effect until such time as they are amended or new policies are adopted by the City Council.

3. GENERAL RULES

- 3.1 Public Meetings: All official meetings of the City Council (except where State or local law allows for closed sessions) shall be open to the public.
- 3.2 Location: The location of all regular, special, emergency, and work session meetings, unless publicly noticed differently, shall be in the Council Chambers in the Draper City Hall, 1020 East Pioneer Road Draper, Utah 84020.
- 3.3 Quorum: Three members of the Council shall constitute a quorum. The Mayor may meet at any time with up to two Council Members without the formation of a Quorum. A minimum of three votes, which constitutes a majority, of the City Council shall be necessary to take any action.
- 3.4 Recognition by the Mayor: All City Council Members, City staff, and individuals from the general public shall be recognized by the Mayor before addressing the City Council on any issue. The Mayor shall regulate and facilitate City Council meetings. The Mayor shall communicate with the public on behalf of the City Council and the City staff. All communication directed to the City Council will occur at the podium, upon recognition by the Mayor. Public outbursts, gestures, applause or other attempts to disrupt the Council meeting are prohibited. Violators will be removed from the chamber at the direction and discretion of the Mayor.
- 3.5 Public Comment: Members of the public addressing the City Council shall have three minutes to make their comment. All comments will be timed by the official City Council Clock which is located on the Council Dias. At the expiration of three minutes time, no further comment will be accepted. The City Council will not address members of the public during public comment.
- 3.6 Minutes: The City Recorder shall prepare draft minutes of each City Council meeting as soon as is practical, and minutes shall be brought to the City Council for approval within 45 days after the meeting. Once the written minutes are in a form ready to be presented to the City Council, they are considered a public record per State law. Written minutes that are made available to the public before approval by the City Council shall be clearly identified as "awaiting formal approval."

4. TYPES OF MEETINGS

- 4.1 Business Meetings: The City Council shall meet in accordance with the annual meeting schedule as approved or as amended.
- 4.2 Special Meetings: Special City Council meetings may be called with the consent of the Mayor and the Mayor Pro Tem.
- 4.3 Emergency Meetings: Emergency meetings may be called by the Mayor or by a request of a majority of the City Council to consider matters of an emergency or otherwise urgent nature. The best practicable public notice shall be given.
- 4.4 Closed Meetings: The Council may adjourn to a closed meeting to discuss topics provided for under State law. Adjournment to a closed meeting requires a majority vote of the City Council.
- 4.5 Work Sessions: The City Council may meet informally in work sessions (open to the public) to review upcoming programs of the City, to receive progress reports on current programs or projects, and to discuss policy issues. No final vote may be taken in a work session.
- 4.6 Retreats: The City Council may meet and convene in retreats (open to the public) to discuss a variety of issues facing the City. While broad general direction may be given, no final vote may be taken in a retreat.
- 4.7 Electronic Meetings: The City Council may conduct electronic meetings where one or more of its members participate by means of a telephonic or telecommunications conference pursuant to Utah Code.
 - A. City Council Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the City Council for a vote.
 - B. The anchor location as described in State law shall be the Draper City Council Chambers located at 1020 East Pioneer Road Draper, Utah 84020.
 - C. Public notice of the electronic meeting shall be given pursuant to Utah Code by:
 1. Posting written notice at the anchor location; and
 2. Providing written or electronic notice to (a) at least one newspaper of general circulation within the state; and (b) a local media correspondent.
 - D. In addition to giving public notice as described above, the City Recorder shall provide notice of the electronic meeting to City Council Members at least 24 hours before the meeting so that they may participate in the meeting and be counted as present for all purposes, including the determination that a quorum is present. All notices shall include a statement that one or more members of the City Council will be participating electronically, a description of how the member(s) so participating will be connected to the electronic meeting, and the regularly published agenda for that meeting.

- E. No City Council meeting may be held electronically unless at least one City Council Member is present at the anchor location. The meeting shall be conducted from the anchor location by the Mayor or the Mayor Pro Tem. However, if neither the Mayor nor the Mayor Pro Tem is present at the anchor location, the City Council shall select from its membership at the anchor location a Mayor Pro Tem for the sole purpose of conducting the electronic meeting.
- F. Immediately prior to opening the meeting, the Mayor or Mayor Pro Tem shall communicate with the person who is participating electronically and insure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the City Council Member participating electronically wishes to withdraw from the meeting.
- G. If a City Council Member who participates electronically withdraws from the meeting, the rest of the meeting agenda may be completed provided there is still a quorum of the City Council present at the anchor location or there are sufficient other City Council Members participating electronically to comprise a quorum with those at the anchor location.
- H. The public may attend the open portions of the meeting at the anchor location, and may participate in all public hearings to the same extent normally allowed.
- I. Prior to taking a vote on any issue, the Mayor or Mayor Pro Tem shall inquire of the City Council Member participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, and shall allow that member the opportunity to make any comments he or she desires.
- J. The minutes of the meeting shall designate the name of each City Council Member who participated electronically, the nature of the electronic communication, and the duration of the City Council Member's participation.

5. ORDER OF BUSINESS

- 5.1 Study Meeting: The general rule as the order of business in study meetings shall be as follows:
 - A. Agenda Review – the City Council may review items on the agenda.
 - B. Special Reports or Presentations
 - C. Council / Manager Reports- This is an opportunity for the City Manager and/or City Staff to provide information to the Mayor and City Council and for the Mayor and City Council to provide information to other Council Members or City staff. These items are for information and do not require action by the City Council.
- 5.2 Business and Special Meetings: The general rule as to the order of business in business and special meetings shall be as follows:
 - A. Call to order - by the Mayor.

- B. Thought or Prayer- as designated by the Mayor.
- C. Pledge of Allegiance / Flag Ceremony- as designated by Mayor.
- D. General Public Comment - As set forth above, time is set aside for the public to express their ideas, concerns, and make general comments on items not on the current meeting agenda. No formal action is taken on items brought up during general public comment, but the City Council may direct staff to follow-up on issues raised in general public comment and/or schedule them with necessary public notice for future meetings. Comments shall be limited to three minutes.
 - 1. Each member of the public wishing to make comment shall address the Mayor from the podium and state their full name and residential address for the record. The three minute comment period shall begin after the person making comment states their address or as directed by the Mayor. At the expiration of three minutes the public comment shall terminate.
 - 2. Persons making public comment shall not address or question individual members of the City Council or City staff. The City Council or City staff will not answer specific questions or communicate with the person making comment unless directed to do so by the Mayor.
 - 3. Public comment shall be respectful and shall not include profanity or offensive conduct.
 - 4. Public displays such as yelling, gesturing, applause or any other disruptive conduct are strictly prohibited. All communication in the meeting by the public shall occur at the designated podium and only after recognition and approval of the Mayor or Mayor Pro Tem.
 - 5. Violation of these public comment rules shall result in the immediate removal of the person(s) from the City Council Chambers as directed by the Mayor. Said person shall be subject to all civil and criminal penalties that may apply to their conduct. Any person who has been removed from a City Council meeting for violation of these rules shall be barred from future City Council meetings until such time as the Mayor or Mayor Pro Tem agrees in writing to allow said person to attend a meeting.
- E. Consent Items - Items that are routine but require final approval by the City Council may be placed on the Council Agenda as consent items.
- F. Agenda Items - Items that the Council may wish to discuss or for which members of the public may wish to respond or for which a presentation would be made will be listed as Agenda Items. A written agenda for each regular meeting shall be prepared under the direction of the Mayor. In the event that any member of the governing body desires to add or delete an item or items to any prepared agenda, then consent must be obtained from the Mayor and one City Council Member or two City Council Members. Upon receiving the request from the Mayor and one City Council Member or two City Council

Members, the City Manager shall add or delete items to prepared agendas as requested.

Scheduled items may include the following:

1. Public Hearings and Action Items - ordinances, resolutions, agreements and other obligations of the City that must be approved by a majority of the City Council.
 2. Discussion Items - Policy, procedural or other legislative or consensus building deliberations which do not include a formal action by the Council, but may include direction given to City staff for future formal consideration.
 3. Presentation Items - Informational presentations which do not require formal Council action but may include direction given to City staff for future formal consideration.
 4. Report Items - Final reports or updates of current programs by City staff members or other representatives which do not require formal action by the Council.
- G. Council / Manager Reports - This is an opportunity for the City Manager and/or City staff to provide information to the Mayor and City Council and for the Mayor and City Council to provide information to other Council Members or City staff. These items are for information and do not require action by the City Council.
- H. Adjournment - A motion to adjourn requires a motion, a second and a majority vote of the City Council.
- 5.3 Emergency Meetings: The general rule as to the order of business in emergency meetings shall be as follows:
- A. Call to Order - by the Mayor
 - B. Meeting Items
 - C. Adjournment
- 5.4 Work Sessions: In order to not interfere with regularly scheduled City Council meetings, work sessions will generally be held at specifically scheduled dates and times set by the City Council as it deems necessary. Work sessions may be held as part of a regularly scheduled meeting when there is a short agenda and the work session may be held at the end or beginning of the agenda.
- 5.5 Retreats: As set forth in the General Rules above, off-site retreats will be scheduled by the Council as it deems necessary.

6. PRESIDING OFFICER AND DUTIES

- 6.1 Mayor as the Presiding Officer: The Mayor, if present, shall act as Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the City

Council shall elect a temporary Mayor Pro Tem who will then preside at that meeting.

- 6.2 Call to Order: Meetings of the Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Manager for the election of a temporary Mayor Pro Tem.
- 6.3 Preservation of Order: The Mayor shall preserve order and decorum, prevent attacks on personalities or the impugning of member's motives, and confine debate to the question under discussion.
- 6.4 Points of Order: Council Members may at any time call for a Point of Order on any issue. The Mayor shall determine all Points of Order.
- 6.5 Time Limits: The Mayor shall have the power to set time limits on input and all discussions at the Mayor's discretion.
- 6.6 Substitution for Mayor: The Mayor may call upon the Mayor Pro Tem, or in the absence of the Mayor Pro Tem, upon any other member of the City Council to temporarily preside at the meeting in order to cover a temporary absence of the Mayor.
- 6.7 Motion to be Clear: The Mayor shall ensure that all motions submitted for a vote are clearly understood by the City Council.
- 6.8 Call for Vote: The Mayor shall call for a roll call vote on all issues voted on by the City Council. The Mayor shall announce the result of the vote.

7. TYPES OF MOTIONS AND RECONSIDERATION

- 7.1 Motions Require a Second: All motions require a second before they can be discussed or acted upon.
- 7.2 Motions to Approve: All motions shall require a second and a minimum of three affirmative votes to be approved.
- 7.3 Motions to Amend: Any motion being considered by the City Council may be amended by permission of the maker of the motion and concurrence of the second, or by a motion to amend, a second and at least three affirmative votes.
- 7.5 Motions to Continue: The City Council may approve a motion to continue any item for further discussion or consideration. Public hearings that are continued must be continued to a specific date and should not generally be continued beyond 45 days without resetting and renoticing the hearing.

When the applicant for an agenda item makes a request for continuance, the following policy will be used:

- A. A request to continue the agenda item will be granted if the applicant makes the request at least seven days in advance of the meeting in which the item was scheduled to be heard. The applicant has the responsibility to notify the affected property owners (those who are required by State law, City ordinance, or City noticing policy to be notified) of the continuance and the date and, if

applicable, the time when the item is scheduled to be on the City Council agenda.

- B. If the request is made less than seven days in advance of the meeting in which the item was scheduled to be heard, the Mayor and the Mayor Pro Tem, or their designees, will determine whether or not there is a sufficient reason to continue the item.
 - 1. If the Mayor and Mayor Pro Tem, or their designees, determine that there is not sufficient reason, the item will remain on the agenda and be considered by the City Council.
 - 2. If the Mayor and Mayor Pro Tem, or their designees, determine that there is sufficient reason to continue the item to a future agenda, City staff will notify the applicant of the decision. During the meeting for which the item was scheduled to be heard, the City Council, by motion, will select the date to which the item is to be rescheduled.
- C. If the applicant requests a continuation during the meeting for which the item is scheduled, the City Council will make the determination if there is sufficient reason to continue the item to a later date.
- D. If the applicant requests a continuation and it is determined that there is not sufficient reason to continue the item, and the applicant withdraws the application in lieu of proceeding, the application will not be considered by the City Council until the applicant files a new application and pays the required fees. The new application must follow the same process as any new application.

7.6 Motions to Table: The City Council may vote to table an issue, without scheduling it for future consideration.

7.7 Motions which do not receive at least three votes on either side: Motions which do not receive at least three votes for or against the proposition being voted upon are not approved and have the effect of being denied. However, the applicant or any City Council Member may request that the item be brought back to the City Council at a subsequent meeting to be decided by sufficient members to get three votes one way or the other. The subsequent action is not considered reconsideration.

7.8 Motions to Reconsider a Decision: Any two City Council Members who voted in the majority to approve or deny a motion may request a reconsideration of the action.

The request must be made by making a motion to reconsider the action at the same meeting in which the original motion was approved or denied or by notifying the Mayor within seven days of that meeting that there should be a motion to reconsider the decision at the next regularly scheduled City Council meeting. If a properly made motion to reconsider passes, the actual reconsideration of the item shall take place only after appropriate legal notice is given.

7.9 Question on the Motion: After a motion and a second, any member of the City Council may call for a question on the motion. Once a question has been called, the Mayor shall call for a vote to determine if the City Council wishes to terminate

discussion on the item. Unless at least three members of the City Council vote to terminate discussion, discussion will continue until another "Question on the Motion" is made or until the Council is ready to vote. If at least three members of the City Council vote to terminate discussion, the City Council shall then vote on the original motion. The Mayor shall make sure that the original motion is clear before calling for a vote on the motion.

8. ORDINANCES, RESOLUTIONS, and AGREEMENTS

- 8.1 Ordinances: The City Council may pass a law to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition as allowed by State law. Ordinances are generally passed as part of the City Code.
- 8.2 Resolutions: The City Council may express a formal opinion or the will of the City Council without it becoming a part of the City Code. A resolution may be used to do any of the following:
- A. Adopt official policies.
 - B. Approve requests or grant permits relating to the development of property.
 - C. Take official action relating to financial matters.
 - D. Take any administrative action which the Council is authorized by law to take.
 - E. Regulate the use and operation of municipal property.
 - F. Make an official declaration.
- 8.3 Agreements: The Council may enter into an agreement between the City and one or more parties agreeing to do or not to do an act or take a course of action.
- 8.4 Form: Ordinances, resolutions, and agreements shall be in written form, which form shall be approved by the City Attorney.
- 8.5 Funding: All ordinances, resolutions, and agreements authorizing an expenditure of money shall include the amount, source, and purpose of the expenditure.
- 8.6 Adoption of Ordinance, Resolution, or Agreement: The City Council shall adopt any ordinance, resolution, or agreement by a motion, second and a majority vote.

The effective date on all ordinances and resolutions shall be immediately upon passage, unless the City Council establishes a specific effective date, or, in the case of ordinances, upon publication.

The effective date on all agreements shall be the date of execution by the Mayor, unless another effective date is established by the City Council at the time the City Council approves the Agreement.

9. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

- 9.1 Resident Committees, Boards and Commissions: The City Council may create policy advisory committees, boards, and commissions with such duties as the City Council may specify which are not inconsistent with the City Code and law.

- 9.2 Member Approval: The members of the policy advisory committees, boards, and commissions are nominated by the Mayor, and then approved by the City Council.
- 9.3 Ad-hoc Resident Committees: The Mayor, with the advice and consent of the City Council, may appoint ad-hoc resident committees to address policy issues of specific concern. Ad-hoc committees shall continue for a temporary and limited duration.

10. PUBLIC HEARINGS

- 10.1 Purpose of Public Hearings: The purpose of public hearings is to provide for public input to the City Council on issues on a specific day and time in order for the City Council to be better informed prior to making a decision on an issue.
- 10.2 Before the Public Hearing:
 - A. Notification should be given in compliance with State and local law.
 - B. Written material submitted by residents and interested groups must be submitted by Noon of the Thursday before the hearing if they want copies to be distributed in the agenda packets. Residents and interested groups may distribute copies of materials to the City Council at any time.
- 10.3 Order of Public Hearings and Consideration of Items on The Agenda:
 - A. The Mayor shall conduct all public hearings pursuant to General Rules in Section 3 set forth above. The Mayor should review the rules and procedures for conducting public hearings at the start of the public hearing.
 - B. The public hearing shall first be opened to the appropriate City staff member who will present and discuss with the City Council the issue at hand.
 - C. Upon completion of the City staff report, and any questions from the City Council, the Mayor shall allow the applicant time to present his/her application.
 - D. Following the applicant's presentation, shall open the hearing to the public. Any person desiring to address the City Council shall first be recognized by the Mayor. Public comment shall proceed pursuant to General Rules in Section 3.
 - E. The Mayor shall retain flexibility if requested by the City Council on new information only.
 - F. Under the discretion and the authority of the Mayor, the public hearing shall be closed. After the public hearing is closed, no further remarks by the public will be heard unless approved, by motion, of the City Council. The City Council may, by a majority vote, continue a public hearing to another specific date and time. A public hearing should not generally be continued for longer than 45 days without re-noticing and reconvening the hearing.
 - H. Upon completion of the public hearing and of any further discussion and/or deliberation of the City Council, the City Council shall take appropriate action on the issue. If no motion is made to approve or deny the matter of the public hearing, the matter shall be automatically continued to the next City Council meeting.

- 10.4 Manner of Addressing the City Council: Persons addressing the City Council shall use the microphone and shall state their name in an audible tone of voice for the record. All remarks shall be addressed to the City Council as a body, and not to any individual member thereof. No person shall be permitted to enter into any discussion, either directly or through the members of the City Council unless first recognized by the Mayor. No questions will be asked of the City Council Members except through the Mayor.
- 10.5 Questions from City Council Members: City Council Members may at any time during a public hearing request clarification or additional input from City staff, applicants, or the general public as recognized by the Mayor or Mayor Pro Tem.

11. RULES OF CONDUCT

- 11.1 Disorderly Persons: Any person, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the City Council may be considered disorderly by the City Council and may be expelled at the discretion of the Mayor or Mayor Pro Tem.
- 11.2 Disorderly Council Members: The City Council, on a majority vote, may expel any member of the City Council for disorderly conduct.



City Council Meeting
Policies and Procedures

Adopted:

June 12, 2013
Resolution 2013-12R
Amended July, 2014

RESOLUTION 2013-12R

A RESOLUTION OF THE CITY COUNCIL OF SANTA CLARA CITY, UTAH FOR ADOPTING CITY COUNCIL RULES OF PROCEDURE ALSO KNOWN AS “CITY COUNCIL MEETING POLICIES AND PROCEDURES” PURSUANT TO SECTION 10-3-606 OF UTAH STATE CODE, AS AMMENDED AND SANTA CLARA CITY CODE (ORDINANCE 2013-11)

WHEREAS: the City Council of Santa Clara City finds that it is authorized by state law to adopt rules of procedure to govern the conduct of its official meetings; and

WHEREAS: the City Council finds that it is prudent to adopt rules of procedure; and

WHEREAS: the Council has reviewed and approves the following “Santa Clara City, City Council Rules of Procedure” which are incorporated into this resolution;

NOW THEREFORE BE IT RESOLVED by the City Council of Santa Clara City as follows:

1. The attached “Santa Clara City, City Council Rules of Procedure” are hereby adopted.

**SANTA CLARA CITY
CITY COUNCIL RULES OF PROCEDURE**

PURSUANT to Utah Code Ann. § 10-3-606, as amended and City Ordinance 2013-11 the City Council of Santa Clara City adopts the following rules of procedure:

TABLE OF CONTENTS

1. PURPOSE	
1.1 Meeting Policies and Procedures	1
2. AUTHORITY	
2.1 City Code	1
3. GENERAL RULES	
3.1 Public Meetings	1
3.2 Location	1
3.3 Quorum	1
3.4 Recognition by the Mayor	1
4. TYPES OF MEETINGS	
4.1 Regular Meetings	1
4.2 Special Meetings	1
4.3 Emergency Meetings	2
4.4 Closed Door Meetings	2

4.5	Work Sessions	2
4.6	Retreats	2
4.7	Electronic Meetings	2
5.	ORDER OF BUSINESS	
5.1	Regular and Special Meetings	4
5.2	Emergency Meetings	5
5.3	Work Meetings	5
6.	PRESIDING OFFICER AND DUTIES	
6.1	Mayor as the Presiding Officer	5
6.2	Call to Order	6
6.3	Preservation of Order	6
6.4	Points of Order	6
6.5	Time Limits	6
6.6	Substitution for Mayor	6
6.7	Motion to be Clear	6
6.8	Call for Vote	6
6.9	Input from Public in Absence a Public Hearing	6
7.	TYPES OF MOTIONS AND RECONSIDERATION	
7.1	Motions Require a Second	6
7.2	Motions Requiring a Two-Thirds Vote	7
7.3	Motions to Approve	7
7.4	Motions to Amend	7
7.5	Motions to Continue	7
7.6	Motions to Table	8
7.7	Motions which do not receive at least three votes on either side	8
7.8	Motions to Reconsider a Decision	8
7.9	Question on the Motion	8
7.10	Withdrawal or Substitution of Motion	9
7.11	Minutes of Action on Motion	9
8.	ORDINANCES, RESOLUTIONS AND AGREEMENTS	
8.1	Ordinances	9
8.2	Resolutions	9
8.3	Agreements	9
8.4	Form	9
8.5	Funding	9
8.6	Adoption of Ordinance, Resolution, or Agreement	9
9.	CREATION OF COMMITTEES, BOARDS AND COMMISSIONS	
9.1	Citizen Committees, Boards and Commission	10
9.2	Member Approval	10
9.3	Ad-hoc Citizen Committees	10
10.	PUBLIC HEARINGS	
10.1	Purpose of Public Hearings	10

10.2	Before the Public Hearings		10
10.3	Order of Public Hearings		10
10.4	Manner of Addressing the Council		11
10.5	Questions from Council Members		11
11.	RULES OF CONDUCT		
11.1	Disorderly Citizens or Staff		12
11.2	Disorderly Council Members		12
12.	GUIDELINES TO CITY-MADE DONATIONS	T	13

CITY COUNCIL MEETING POLICIES AND PROCEDURES

1. PURPOSE

- 1.1 Meeting Policies and Procedures: These Meeting Policies and Procedures of the City Council of Santa Clara City are intended for the government of the City Council, the preservation of order, and the orderly transaction of City Council business. These Policies and Procedures should assist and give direction to the Council in conducting their meeting not inhibit it.

2. AUTHORITY

- 2.1 City Code: The Santa Clara City Code provides that the Council may determine its own procedure policies. These policies shall be in effect until such time as they are amended or new policies are adopted by the City Council.

3. GENERAL RULES

- 3.1 Public Meetings: All official meetings of the Council (except where State or local law allows for closed sessions) shall be open to the public "Open and Public Meetings Act" pursuant to Section 52-4-101 of Utah State Code. The Council shall give at least twenty-four (24) hours advanced notice of its meetings unless an exception for shorter notice is provided under state law. The approved and corrected minutes of the proceedings of these open meetings shall be available for public inspection.
- 3.2 Location: The location of all regular, special, emergency and work session meetings, unless publicly noticed differently, shall be in the Council Chambers in the Santa Clara City Office, 2603 Santa Clara Drive, Santa Clara, Utah 84765.
- 3.3 Quorum: Three members of the Council shall constitute a quorum. A minimum of three votes shall be necessary to take any action, except where more votes are required by Section 7.2.
- 3.4 Recognition by the Mayor: The Mayor shall recognize all Council members, staff and/or individuals from the general public before addressing the Council on any issue.

4. TYPES OF MEETINGS

- 4.1 Regular Meetings: The Council shall meet in accordance with the annual meeting schedule as approved or as amended.
- 4.2 Special Meetings: Special Meetings may be called by the Mayor or by a request of at least two (2) members of the Council to consider any matter.

- 4.3 Emergency Meetings: Emergency Meetings may be called by the Mayor or by a request of at least two (2) members of the Council to consider matters of an emergency or otherwise urgent nature. All Emergency Meetings shall be called, noticed and conducted consistent with Section 52-4-202, subsection (5), of the Utah Code. An attempt shall be made to notify all the members of the Council of the meeting in advance. The best practicable public notice of the meeting shall be given.
- 4.4 Closed Meetings: The Council may adjourn to a Closed Meeting to discuss one or more of the purposes set forth in Section 52-4-205 of the Utah Code. Adjournment to a Closed Meeting requires a two-thirds (2/3) vote of the Council members present. At least one of the appropriate purposes of the Closed Meeting shall be identified and recorded in the minutes of the open meeting from which it is adjourned.
- 4.5 Work Meetings: The Council may meet informally in Work Meetings (open to the public) to review upcoming programs of the City, to receive progress reports on current programs or projects, and to discuss policy issues. No final vote may be taken in a Work Meeting.
- 4.6 Retreats: The Council may meet informally in Retreats (open to the public) to discuss a variety of issues facing the City. While broad general direction may be given, no final vote may be taken in a Retreat.
- 4.7 Electronic Meetings: The City Council may conduct electronic meetings where one or more of its members participate by means of a telephonic or telecommunications conference pursuant to Section 52-4-7.8 of the Utah Code, as amended.
- A. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the Council for a vote.
 - B. The anchor location as described in State law shall be the Santa Clara City Council Chambers located in the City Office at 2603 Santa Clara Drive in Santa Clara.
 - C. Public notice of the electronic meeting shall be given pursuant to Section 52-4-6 of the Utah Code, as amended by:
 - 1. Posting written notice at the anchor location;
 - 2. Providing written or electronic notice to (a) at least one newspaper of general circulation within the state; and (b) a local media correspondent;
 - 3. Posting written notice on the City website; and

4. Posting written notice to the Utah Public Meeting Notice website.
- D. In addition to giving public notice as described above, the City shall provide notice of the electronic meeting to the members of the City Council at least twenty-four (24) hours before the meeting so that they may participate in the meeting and be counted as present for all purposes, including the determination that a quorum is present. All notices shall include a statement that one or more members of the City Council will be participating electronically, a description of how the member(s) so participating will be connected to the electronic meeting, and the regularly published agenda for that meeting.
- E. No council meeting may be held electronically unless at least one Council member is present at the anchor location. The Mayor, or the Mayor pro tempore (hereafter "Mayor pro tem") duly elected and acting as set forth in section 6 below, shall conduct the meeting from the anchor location. However, if neither the Mayor nor the Mayor pro tem is present at the anchor location, the Council shall select from its membership at the anchor location a Mayor pro tem for the sole purpose of conducting the electronic meeting.
- F. Immediately prior to opening the meeting, the Mayor or Mayor pro tem shall communicate with the person who is participating electronically and insure that he or she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the Council member participating electronically wishes to withdraw from the meeting.
- G. If a Council member who participates electronically withdraws from the meeting, the rest of the meeting agenda may be completed provided there is still a quorum of the Council present at the anchor location or there are sufficient other Council members participating electronically to comprise a quorum with those at the anchor location.
- H. The public may attend and monitor the open portions of the meeting at the anchor location, and may participate in all public hearings to the same extent normally allowed.
- I. Prior to taking a vote on any issue, the Mayor or Mayor pro tem shall inquire of the Council member participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, and shall allow that member the opportunity to make any comments he or she desires.
- J. The minutes of the meeting shall designate the name of each Council member who participated electronically, the nature of the electronic communication, and the duration of the Council member's participation.

5. ORDER OF BUSINESS

- 5.1 Regular and Special Meetings: Regular City Council meetings shall be scheduled the second and fourth Wednesday of each month at 5:00 p.m. If a Special Meeting is needed the City Council has set aside the third Wednesday of every month at 5:00 p.m.; however, as noted in 4.2 the Mayor or any two (2) City Council members may call a Special meeting at any time (with proper notice), if such meeting is deemed necessary.

The general rule as to the order of business in regular and special meetings shall be as follows:

- A. CALL TO ORDER - by the Mayor.
- B. OPENING CEREMONY - Pledge of Allegiance and Opening Comments:
 - Pledge of Allegiance - as invited by the Mayor from the members of the City Council.
 - Opening Comments - as invited by the Mayor from the members of City Council or any Santa Clara resident who has submit a request in writing prior to the meeting.
- D. COMMUNICATION AND APPEARANCES – The Mayor can ask for and or conduct any type of General Citizen Communication during this time. This is also the time for citizens to address the City Council.
- E. WORKING AGENDA - The Mayor can revise the order of the agenda items during this time in order to accommodate the Council or to more efficiently handle the business at hand. During this part of the Agenda, members of the Council shall declare any conflicts of interest, and the nature of the conflict of interest, in relation to any matter which is before the Council for action, prior to any discussion of that matter. If a member of the Council realizes a conflict of interest, they may abstain from voting on the matter. If the conflict of interest is in the nature of a financial or economic interest, members of the Council are encouraged to abstain from voting on the matter.

The Working Agenda shall consist of:

 - A. Public Hearing(s)
 - and/or
 - B. General Business.
- F. REPORTS - Reports shall consist of:
 - a. Staff Reports
 - b. Mayor/Council Reports
- H. EXECUTIVE SESSION – During the Executive Session, the Council may adjourn the public meeting for the purpose of conduct a Closed Meeting pursuant to Section 52-4-205 of Utah State Code and section 4.4 of these Policies and Procedures above. Upon the completion of

the purposes of the Closed Meeting, the Mayor or Mayor pro tem shall close the Executive Session and reopen the public meeting, without motion of the Council

- F. APPROVAL OF CLAIMS AND MINUTES – The Council shall consider for approval any claims through the date of the meeting and any preceding meetings' minutes. The Council may make any such adoption conditional upon corrections being made to the minutes, or may table such approval pending the provision to the Council of additional information relating to the claims or minutes.
- J. CALENDAR OF EVENTS – The Council may review upcoming meetings, holidays, community events, presentations of commendations, or other upcoming events of interest to the Council or public.
- M. ADJOURNMENT – The Council shall adjourn the meeting by motion, requiring a second and a majority of affirmative votes.

5.2 Emergency Meetings: Emergency Meetings may be called and notice given pursuant to Section 52-4-202, subsection (5), of the Utah Code. The general rule as to the order of business in Emergency Meetings shall be as follows:

- A. Call to order - by the Mayor
- B. Opening Comments
- C. Vote by Council members present to approve the Emergency Meeting
- D. Meeting Items
- E. Adjournment

In the event that fewer than three (3) of the Council members vote to approve the Emergency Meeting, the Mayor or Mayor pro tem shall immediately close the meeting without further discussion or action.

5.3 Work Meetings: In order to not interfere with regularly scheduled City Council meetings, the Council has scheduled the first Wednesday at 5:00 p.m. of every month to have a Work meeting; however, the Mayor may call a Work meeting at any time (with proper notice) if such meeting is deemed necessary. The general rule as to the order of business in work meetings shall be as follows:

- 1. Call to order - by the Mayor
- 2. Working Agenda
 - A. General Business
- 3. Adjournment

6. PRESIDING OFFICER AND DUTIES

6.1 Mayor as the Presiding Officer: The Mayor, if present, shall act as Presiding Officer at all meetings of the Council. In the absence of the Mayor, the

Mayor pro tem shall preside. In the absence of both the Mayor and the Mayor pro tem, the Council shall elect a temporary Mayor pro tem who will then preside at that meeting. All references to the Mayor in these Policies and Procedures shall generally mean and refer to the Mayor pro tem duly elected by the Council and serving pursuant to section 6.6 below.

- 6.2 Call to Order: Meetings of the Council shall be called to order by the Mayor or in the Mayor's absence, by the Mayor pro tem. In the absence of both the Mayor and the Mayor pro tem, the meeting shall be called to order and the attending Council members will elect a temporary Mayor pro tem.
- 6.3 Preservation of Order: The Mayor shall preserve order and decorum; prevent attacks on personalities or the impugning of member's motives; and confine debate to the question under discussion.
- 6.4 Points of Order: The Mayor shall determine all points of order.
- 6.5 Time Limits: The Mayor shall have the power to set time limits on input and discussions at the Mayor's discretion.
- 6.6 Substitution for Mayor: The Council shall elect a member of the Council to serve as Mayor pro tem to preside at meetings and perform the duties of the Mayor in the event that the Mayor is unable, through absence, disability, or refusal to act, to fulfill his or her duties as set forth herein and in applicable state and local law. The Mayor pro tem term will be for one year. Should the Mayor pro tem not be present, any other member of the Council will be elected to temporarily preside at the meeting in order to cover an absence of the Mayor pro tem. The Mayor pro tem, if also a member of the Council, shall while conducting any meeting continue to act as a voting member of the Council.
- 6.7 Motion to be Clear: The Mayor shall ensure that all motions submitted for a vote are clearly understood by the Council.
- 6.8 Call for Vote: The Mayor shall call for a vote. The Mayor shall announce the result of the vote.
- 6.9 Input from Public in Absence of Public Hearing. The Mayor may, of his own volition or at the request of any Council member, request input from members of the public present on any item before the Council for discussion or consideration, even in the absence of a scheduled public hearing as set forth in section 10 below. The Mayor shall have no obligation to request such public input. The Mayor shall only receive such input in a manner consistent with the other provisions of this section 6.

7. TYPES OF MOTIONS AND RECONSIDERATION

- 7.1 Motions Require a Second: All motions require a second before they can be discussed or acted upon. In the Mayor's discretion, questions for clarification

of a motion may be allowed of the non-moving members present, prior to a second on the motion.

- 7.2 Motions Requiring A Two-thirds Vote: A motion to adjourn to a Closed Meeting shall require a motion, a second, and a two-thirds (2/3) vote of the Council members present, or as otherwise required by state law.
- 7.3 Motion to Approve: All motions shall require a second and majority affirmative votes to be approved.
- 7.4 Amendments to Pending Motion: Any motion being considered by the Council may be amended by permission of the maker of the motion and concurrence of the second.
- 7.5 Motions to Continue: The Council may approve a motion to continue any item for further discussion or consideration. Public Hearings and Show Cause Hearings must be continued to a specific date and time and may not be continued beyond forty-five (45) days from the date for which it was first noticed without resetting and re-noticing the hearing.

When the applicant for an agenda item makes a request for continuance, the following policy will be used:

- A. A request to continue the agenda item will be granted if the applicant makes the request at least seven (7) days in advance of the meeting, in which the item was scheduled to be heard. The applicant has the responsibility to notify the affected property owners (those who are required by State law, City ordinance, or City noticing policy to be notified) of the continuance and the date and, if applicable, the time when the item is scheduled to be on the City Council agenda.
- B. If the request is made less than seven (7) days in advance of the meeting in which the item was scheduled to be heard, the Mayor and the Mayor pro tem, or their designees, will determine whether or not there is good cause to continue the item.
 - 1. If the Council determines that there is not good cause to continue the item, the item will remain on the agenda and be considered by the City Council.
 - 2. If the Council determines that there is good cause to continue the item to a future agenda, staff will notify the applicant of the decision. During the meeting in which the item was scheduled to be heard the City Council, by motion, will select the date, and if applicable, the time to which the item is to be rescheduled.

The applicant shall have the responsibility to notify the affected residents (those who are required by City ordinance to be notified) of the continuance and the date and, if applicable, the time when

the item is scheduled to be on the City Council agenda.

- C. If the applicant requests a continuation during the meeting for which the item is scheduled, the City Council will make the determination if there is good cause to continue the item to a later date.
 - D. If the applicant requests a continuation and it is determined that there is not good cause to continue the item, and the applicant withdraws the application in lieu of proceeding, the application will not be considered by the City Council until the applicant files a new application and pays the required fees. The new application must follow the same process as any new application.
- 7.6 Motions to Table: Not including Public Hearings and Good Cause Hearings, the Council may table an issue, without scheduling it for future consideration, with a motion, second and a majority of affirmative votes.
- 7.7 Motions which do not receive at least three votes on either side: Motions which do not receive at least three votes for or against the proposition being voted upon are considered to be a tied vote. The Mayor will then vote to cast the tie-breaking vote. However, should the Mayor not be present to break the tied vote, or should the Mayor's vote not serve to break the tie (such as when there are two votes on one side, and one on the other, and the Mayor votes with the side having only one vote) the applicant or any City Council member may request that the item be brought back to the Council at a subsequent meeting to be decided by sufficient members to get three votes one way or the other. The subsequent action is not considered a reconsideration. In the event that neither the applicant nor a Council member requests a subsequent vote, then the item shall be considered to have been voted down.
- 7.8 Motions to Reconsider a Decision: Any two Council members who voted in the majority on a motion approved or denied may request a reconsideration of the action.

The request may be made by making a motion to reconsider at the same meeting in which the original motion was approved or denied or by requesting within seven days of that meeting that there be a motion to reconsider being heard at the next regularly scheduled Council meeting. If a properly made motion to reconsider passes, the actual reconsideration of the item shall take place only after appropriate legal notice is given.

After a motion for reconsideration has been acted on, no other motion for reconsideration on that issue shall be allowed within a twelve (12) month period without unanimous consent of the entire Council. Following the twelve (12) months, the item may be considered as a new item.

- 7.9 Question on the Motion: After a motion and a second, any member of the Council may request a discussion on the motion. Once a question has been answered and discussion is completed, the Mayor shall call for a vote on the

motion.

- 7.10 Withdrawal or Substitution of Motion: At any time prior to the Mayor's call for a vote on the Motion, the moving Council member may voluntarily withdraw the motion or make a new motion which shall be considered to have superseded his or her prior motion. A new motion shall require a new second.
- 7.11 Minutes of Action on Motion: Unless a vote of the Council is unanimous, the minutes of each action taken on any motion shall reflect the vote of each individual Council member.

8. ORDINANCES, RESOLUTIONS and AGREEMENTS

- 8.1 Ordinances: The City Council may pass a law to regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition as allowed by state law. Ordinances are generally passed as part of the City Code.
- 8.2 Resolutions: The City Council may express a formal opinion or the will of the Council without it becoming a part of the City Code. A resolution may be used to do any of the following:
- A. Adopt official policies.
 - B. Take official action relating to financial matters.
 - C. Take any administrative action in which the Council is authorized by law to take.
 - D. Regulate the use and operation of municipal property.
 - E. Make an official declaration.
- 8.3 Agreements: The Council may enter into an agreement between the City and one or more parties agreeing to do or not to do an act or take a course of action.
- 8.4 Form: Ordinances, Resolutions, and Agreements shall be in written form, approved by the City Attorney.
- 8.5 Funding: All Ordinances, Resolutions, and Agreements authorizing an expenditure of money shall include the amount, source, and purpose of the expenditure.
- 8.6 Adoption of Ordinance, Resolution, or Agreement: The City Council shall adopt any Ordinance, Resolution, or Agreement by a motion, second and at least three affirmative votes.

The effective date on all Ordinances and Resolutions shall be immediately upon passage, unless the City Council establishes a specific effective date; or, in the case of Ordinances, upon publication.

The effective date on all Agreements shall be the date of execution by the Mayor, unless another effective date is established by the City Council at the time the City Council approves the Agreement.

9. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

- 9.1 Citizen Committees, Boards and Commissions: The City Council may create policy advisory committees, boards, and commissions with such duties as the Council may specify which are not inconsistent with the City Code and State Law.
- 9.2 Member Approval: The request for appointment to the policy advisory committees, boards, and commissions are reviewed by the Mayor and City Council. The Mayor will recommend members to be appointment, which must then be approved by the City Council with a majority vote.
- 9.3 Ad-hoc Citizen Committees: The Mayor, with the advice and consent of the City Council, may appoint Ad-hoc Citizen Committees to address policy issues of specific concern. Ad-hoc Committees shall continue for a temporary and limited duration.

10. PUBLIC HEARINGS

- 10.1 Purpose of Public Hearings: The purpose of public hearings is to provide for public input to the City Council on issues on a specific day and time in order for the City Council to be better informed prior to making a decision on the issue.
- 10.2 Before the Public Hearing:
 - A. Notification will be given well in advance and comply with applicable state and local law.
 - B. Written material submitted by citizens and interested groups must be submitted to the City Recorder's office by 12:00 Noon of the Wednesday before the hearing if they want copies to be distributed in the agenda packets. Any information received after this time will be given to the City Council prior to the meeting being called to order. Citizens and interested groups may distribute copies of materials to the City Council at any time, but during any meeting of the Council material may only be distributed with the approval and direction of the Mayor.
- 10.3 Order of Public Hearings:
 - A. The Mayor shall conduct all Public Hearings. The Mayor should review the rules and procedures for conducting public hearings at the start of the public hearing.
 - B. The public hearing shall first be opened to the appropriate staff member

who will present and discuss with the Council the issue at hand.

- C. Upon completion of the staff member's report, and questions from the Council, the Mayor invites the applicant to discuss with the Council the issue at hand and present additional or more specific information.
- D. Following staff and the applicant's discussion and any questions from the Council, the Mayor shall open the hearing to the public for comments. The Mayor must first recognize any person desiring to address the Council. The Mayor shall try to provide equal time to those favoring and opposing the issue.
- E. The Mayor should courteously limit repetition. The Mayor should retain flexibility for additional comments but only on new information.
- F. At the Mayor's discretion, staff and/or the applicant may address any questions or clarify any matter raised during comment period.
- G. At the discretion of the Mayor, the public hearing shall be closed once the applicant has the opportunity to clarify any concerns, which had been previously discussed. No further remarks by the public will be heard.
- H. The Council may by motion: (i) close a public hearing in order to consider and take action on the issue; (ii) re-open a public hearing during the same meeting at which the public hearing was originally closed, and prior to taking action on the issue; or (iii) continue a public hearing, also continuing consideration of and action on the issue to another specific date and time. A public hearing may not be continued for longer than forty-five (45) days from the date for which it was first noticed without re-noticing and reconvening the hearing.
- I. Upon completion of the public hearing and of any further discussion and/or deliberation of the Council, the Council shall take appropriate action on the issue.

10.4 Manner of Addressing the Council: Each person addressing the Council shall use the microphone and shall state their name and address of residence in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body, and not to any member thereof. Council members should be addressed using their formal title followed by the individual's last name. No person shall be permitted to enter into any discussion, either directly or through the members of the Council unless first recognized by the Mayor. No questions will be asked of the Council Members except through the Mayor.

10.5 Questions from Council members: The Council members may at any time during a public hearing request clarification or additional input from the staff members, applicants, or the general public.

11. RULES OF CONDUCT

- 11.1 Disorderly Citizens: Any person, including staff, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the Council, or who otherwise continues to violate the decorum, order, or procedure of any meeting after a reasonable warning or admonishment, may be considered disorderly by the Council and may be expelled by a two-thirds vote of the Council as pursuant to Section 10-3-608 of Utah State Code, as amended.
- 11.2 Disorderly Council members or Mayor: Any member of the Council, or the Mayor, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the Council, or who otherwise continues to violate the decorum, order, or procedure of any meeting after a reasonable warning or admonishment, may be considered disorderly by the Council and may be expelled by a two-thirds vote of the Council as pursuant to Section 10-3-607 of Utah State Code, as amended.

Santa Clara City Council Guidelines for City made Donations:

1. Each year the Santa Clara City Council shall approve a list of donations during the budget workshop for the upcoming FY budget. The list shall include the name of and the amount to be budgeted for each entity/organization. These donations shall be considered an annual request; therefore, they shall be a budgeted item and part of the recommended budget that is adopted each FY. After adoption of the budget, the requests do not have to be placed on an active City Council meeting agenda unless; a City Council member or the entity/organization making the request asks the item to be placed on the agenda.
2. All other requests for donations that are not on the list during the budget workshop, and are not a part of the adopted budget shall *require a public hearing and noticing to be placed on an active agenda for consideration by the City Council at a regular scheduled City Council meeting.
3. The Santa Clara City Council shall base their consideration to donate City funds on the following criteria:
 - a) Nature of the fundraising
 - b) Amount being requested
 - c) Availability of City funds
 - d) What identified benefit the City of Santa Clara will receive in return for any money or resources appropriated
 - e) The City of Santa Clara's purpose for the appropriation, including an analysis of the way the appropriation will be used to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the residents of Santa Clara City; and
 - f) Whether the appropriation is necessary and appropriate to accomplish the reasonable goals and objectives of Santa Clara City in the area of economic development, job creation, affordable housing, blight elimination, job preservation, the preservation of historic structures and property, and any other public purpose
4. Santa Clara City residents shall have the right and are encouraged to attend the public hearing at the regular City Council meeting to make comments regarding any considerations of City funds to be donated.
5. The Santa Clara City Council has the right to turn down any and all requests for donations made by an individual and/or organization.

**These guidelines and criteria meet Utah State Code 10-8-2 (requiring a public hearing and noticing and giving exception to those items in the regular budgeting process).*

**COVINGTON CITY COUNCIL
POLICIES AND PROCEDURES
Adopted by Resolution 2016-11 on June 14, 2016**

1.0 AUTHORITY & EFFECT OF RULES

1.1 Rules Established.

These policies and procedures constitute the official policies and rules of procedure for the Covington City Council (the “Rules”). These Rules shall be in effect upon adoption by resolution of the council and until such time as new or amended rules are adopted by resolution.

1.2 Suspension of Rules.

Any provision of these Rules not governed by state law or city ordinance may be temporarily suspended by a two-thirds vote of those members present and voting. A two-thirds vote is five (5) of seven (7) votes, four (4) of six (6) votes, four (4) of five (5) votes, and three (3) of four (4) votes.

1.3 Review & Amendment of Rules.

It is the intent of the city council that these Rules be periodically reviewed as needed, but no less than every two (2) years. Accordingly, these Rules should be considered in the month of January of every even-numbered year and may be considered at any other time that council shall choose to review them. These Rules may be amended, or new rules adopted, by a majority vote of the council, at any time.

1.4 Effect/Waiver of Rules.

These Rules are adopted for the sole benefit of the members of the city council to assist in the orderly conduct of council business. These Rules do not grant rights or privileges to members of the public or third parties. Failure of the city council to adhere to these Rules shall not result in any liability to the city, its officers, agents, and employees, nor shall failure to adhere to these Rules result in invalidation of any council act.

2.0 CITY COUNCIL: GENERAL POWERS & RESPONSIBILITIES

2.1 Overview

The powers of the city council are to be used for the benefit of the community and its residents to provide for the health, safety, and general welfare of its residents. The Covington City Council values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals, and commitment to customer service.

It is important to note that the council acts as a body. No member has any extraordinary powers beyond those of other members. Although the mayor has additional ceremonial and presiding officer

responsibilities, all members are equal when establishing policies, voting, and performing their council duties.

Policy is established as a majority vote of the council. While individual members may disagree with decisions of the majority, a decision of the majority binds the council to a course of action. Councilmembers should respect the decision of the majority and are expected to follow adopted council rules, policies, and procedures.

It is the city manager's responsibility to ensure the policy of the council is enacted. Actions of staff to pursue the policy direction established by a majority of the council do not reflect any bias against councilmembers who held a minority opinion on an issue.

2.2 Council and Administration

Councilmembers act as the legislative body with authority to enact laws, adopt the city's budget, determine service priorities, make public policy, and appoint community boards, commissions, and committees (RCW 35A.13.230). The city manager and city staff are the executive/administrative branch.

In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, councilmembers refrain from becoming directly involved in the administrative activities of the city.

Except for purposes of inquiry, councilmembers should communicate with city staff primarily through the city manager and shall not give orders to any city staff without the city manager's authorization. The city manager may choose to establish formal or informal norms for routine council-staff interaction and staff support of council committees. In addition, council may fully and freely discuss with the city manager in open session anything pertaining to appointment and removals of city staff and city affairs.

2.3 Authority and Responsibilities of the City Council

It is within the authority and responsibility of the city council to:

2.3.1 Establish Policy.

- Adopt goals and objectives
- Establish priorities for public services
- Approve/amend the operating and capital budgets
- Approve intergovernmental agreements and certain contracts
- Adopt resolutions

2.3.2 Enact Local Laws.

- Pass ordinances

- Call for special elections, when necessary

2.3.3 Appointments and Supervise Officials.

- Appoint city manager (RCW 35A.13.050)
- Evaluate performance of city manager
- Appoint hearing examiner
- Establish advisory boards and commissions
- Make appointments to advisory boards and commissions
- Provide direction to advisory bodies
- Appoint councilmembers to council committees, intergovernmental boards and commissions, and external committees

2.3.4 Provide Public Leadership

- Represent constituents to promote representative governance
- Communicate the city's vision and goals to constituents
- Represent the city's interests at regional, county, state, and federal levels
- Determine best course of public policy

2.4 ADDITIONAL RULES, POLICIES, & PROCEDURES

In addition to these Rules, the council shall also comply with the following rules, policies, and procedures, if adopted by the city:

2.4.1 City Officials' Code of Ethics

2.4.2 Public Records Policy

2.4.3 Technology Use Policy

2.4.4 Travel Policy (as provided for in the Employee Handbook)

2.4.5 Vehicle Use Policy (as provided for in the Employee Handbook)

3.0 CITY COUNCIL: ROLES & ADMINISTRATION

3.1 Role of Mayor and Mayor Pro Tem

3.1.1 Mayor

- **Presiding Officer.** The mayor serves as the presiding officer of the council and acts as chair at all meetings of the council. The mayor does not possess any power of veto.
- **Ceremonial Representative.** The mayor is responsible to act as the city council's ceremonial representative at public events and functions. He or she shall have no regular administrative duties.

- **Proclamations.** The mayor is vested with the authority to initiate and execute proclamations as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy and do not require the approval or action of council.
- **Signing of City Documents.** The mayor, unless unavailable, shall sign all ordinances, resolutions, interlocal agreements, contracts, and any other documents that have been adopted by the city council and require an official signature; except when the city manager has been authorized by council action to sign documents. In the even the mayor is unavailable, the mayor pro tem may sign such documents.
- In addition to the above powers conferred to the role of mayor, the council member serving as mayor shall have all the rights, privileges, and immunities of a member of the council.

3.1.2 Mayor Pro Tem. In the mayor's absence, the mayor pro tem assumes all of the above noted responsibilities and rights of the mayor.

3.2 Election of Mayor and Mayor Pro Tem

3.2.1 The council shall elect a mayor and mayor pro tem for a term of two (2) years and shall remain in office until the next election of a mayor and/or mayor pro tem, unless earlier removed or vacated.

3.2.2 The motion to elect the mayor and mayor pro tem will be placed on the agenda of the first council meeting of even-numbered years.

3.2.3 Nomination and Appointment Process.

- The nomination and appointment process outlined in this subsection shall be used to fulfill the positions of both mayor and mayor pro tem. The council shall first fulfill the position of mayor, and only upon fulfillment of that position should the council fulfill the position of mayor pro tem.
- Each council member may nominate one person for a given office. Nominations do not require a second vote.
- The council members nominating and the nominees will have an opportunity to make public comment before voting commences.
- Voting shall commence in the order nominations were made. Council members will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote of the whole city council (four votes), then the chair will declare him/her

appointed. No votes will be taken on the remaining nominees.

- A tie vote results in a failed nomination and the chair will call for nominations again and repeat the process until a single nominee receives a majority vote of the whole city council.
- If none of the nominees receives a majority vote, the chair will call for nominations again and repeat the process until a single nominee receives a majority vote of the whole city council.

3.2.4 Removal. A supermajority vote (5) shall be required to approve a motion to remove the mayor or mayor pro tem from office for cause.

3.2.5 Temporary Absence. In the temporary absence of the mayor, the mayor pro tem shall perform the duties and responsibilities of the mayor with regard to conduct of meetings and emergency business.

3.2.6 Permanent Vacancy. In the event the mayor or mayor pro tem is unable to serve the remainder of the term or resigns, the city council shall appoint a new mayor or mayor pro tem following the same procedure in this section.

3.3 Swearing-In Newly Elected Council Members

New council members shall be sworn in by a judge or the city clerk either:

- Up to ten (10) days prior to the day they are scheduled to assume their office; or
- At the first meeting of the council in January; or
- At any other time after their term of office is scheduled to begin.

3.4 Filling a Council Vacancy.

3.4.1 Resignation Process. A written resignation must be submitted to the city council.

- The notice of resignation should provide for an effective date and the resignation will be effective as of that selected date.
- The council accepts the resignation by a motion and majority vote of the whole council.

3.4.2 Procedure. If a vacancy occurs in the office of a councilmember, the council will follow the procedures outlined in RCW 42.12.070 in addition to those included in these Rules.

3.4.3 Vacancy Notice and Application. In order to fill the vacancy with the most qualified person available until an election is held, the council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled (which shall be agreed upon by a majority vote of the council prior to publishing the notice of vacancy), and how to apply.

3.4.4 Interview Process. Those candidates selected by the council to be interviewed will be interviewed during a regular or special council meeting open to the public, pursuant to the interview process included in the vacancy notice. The interview process will be designed to be fair and consistent. Since this is not a campaign, comments and responses about other applicants will not be allowed.

3.4.5 Deliberation and Selection. The council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting, and selection of a person to fill the vacancy must be conducted during an open public meeting. Nominations will follow the process outlined in Section 3.2 herein. Appointment of the new council member requires a majority vote of the entire council (four votes).

3.5 Council Committees.

3.5.1 Committee of the Whole. In addition to regular council meetings, the entire council may meet for study or special project purposes as a Committee of the Whole. A meeting of the council as the Committee of the Whole must have a quorum of council members present.

3.5.2 Council Committees. The city council may establish standing committees of three (3) or fewer council members as policy review and discussion arms of the city council as a whole for any special purpose, task, or time frame. Council committees may study issues and develop recommendations for consideration by the city council as a whole but may not take binding action on behalf of the city council as a whole. Should a quorum of council members attend any council committee meeting that was not publically noticed, that meeting shall be immediately adjourned and reconvened at a time when three (3) or fewer council members are in attendance or the meeting is properly noticed as a special meeting of the council pursuant to these Rules.

3.6 Council Member Appointments.

3.6.1 To Council Advisory Bodies. The city council may appoint three (3) or fewer council members to represent the city council as a whole on city advisory bodies.

3.6.2 Liaison/Representative Appointments. The city council may appoint individual council members, as required, to represent the city council as a whole to external advisory bodies or groups.

4.0 COUNCIL MEETINGS: TYPES; GENERAL PROVISIONS

4.1 Open Public Meetings Act.

All council meetings shall comply with the requirements of RCW Section 42.30, the Open Public Meetings Act (OPMA). All regular council meetings, special council meetings, and any meetings of the committee of the whole (including study sessions) or council committee meetings of a quorum of council members shall be open to the public.

4.2 Types of Council Meetings.

4.2.1 Regular Council Meetings. The council shall hold regular meetings on the second and fourth Tuesday of each month. The council will not hold meetings on any other day of the month, unless otherwise noticed. All regular meetings will begin at 7:00 p.m., unless otherwise noticed.

Should any regular council meeting occur on a legal holiday, on a general or primary election day, or special election called within the City of Covington, the meeting shall be held at the same hour and place on the following business day.

4.2.2 Special Meetings. Any council meeting other than the regular council meeting. Notice of special meetings shall be given pursuant to state law (at least 24 hours in advance). The mayor, or in the absence of the mayor the mayor pro tem, or any three (3) members of council may schedule a special meeting, subject to the notice and call requirements prescribed by state law and/or city ordinance or rule.

4.2.3 Study Sessions / Workshops. Any meeting, either called as a special meeting at which the council may discuss, investigate, review, or study matters of city business with city staff for informational purposes. Study sessions or workshops shall be noticed as special meetings of the council. Final action on any matter shall not occur during a study session or workshop.

4.2.4 Annual Strategic Planning Summit. The council shall hold an annual strategic planning summit on the last Saturday in January of each year.

4.2.5 Emergency Meetings. A special council meeting called without the 24hr notice. If, by reason of fire, flood, earthquake, or other emergency there is a need for expedited action by the council to meet the emergency, the mayor may provide for a meeting site other than the regular meeting site and the notice requirements of RCW 42.30 shall be suspended during such emergency. The minutes shall indicate the reason for the emergency.

4.3 Meeting Place.

Council meetings will be at a time and place as council directs, except that regular and/or special meetings at which final actions on resolutions or ordinances will take place shall always be held within the boundaries of the City of Covington.

4.4 Meeting Cancellation.

Any council meeting may be canceled by a majority vote or consensus of the council. The mayor or mayor pro tem may cancel a council meeting for lack of agenda items.

4.5 Public Notice of Meetings.

The city shall comply with the provisions of RCW 35A.12.160 regarding public notice of all council meetings.

4.6 Quorum.

At all council meetings, a majority of the whole city council membership (four members, or five members for the passage of ordinances, budget items, and appropriations) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn from time to time and may request the attendance of absent members.

4.7 Attendance, Excused Absences.

- 4.7.1** RCW 35A.12.060 provides that a council member shall forfeit his or her office by failing to attend three (3) consecutive regular meetings of the council without being excused by the council. Members of the council may be so excused by complying with this subsection.
- 4.7.2** If a council member will be absent for a regular council meeting, that council member shall contact the mayor, mayor pro tem, city manager, or city clerk (the "Designated Contact(s)") prior to the start of the council meeting and state the reason for his or her inability to attend the meeting. Upon receiving notification of an absence, the Designated Contact shall promptly notify the other Designated Contacts, via email, of the notice of absence and reason for such absence (e.g. if a council member calls the mayor to give notice of their absence, the mayor will then promptly send an email to the mayor pro tem, city manager, and city clerk stating that he/she received a notice of absence from the given council member and the reason given for such an absence). Following roll call, the presiding officer shall inform the council of the member's absence and state the reason for such absence.
- 4.7.3** A motion to excuse an absent council member shall be non-debatable. Upon passage of such a motion by a majority of members present, the absent member shall be considered excused and the clerk will make an appropriate notation in the minutes.
- 4.7.4** Council members shall only be required to be excused from regular council meetings and shall not be required to be excused from all other meetings of the council, including, but not limited to, study sessions, special meetings, council committee meetings, and the annual summit. However, as a courtesy, council members should notice their absence for all other council meetings as set forth above in Subsection 4.7.2.

4.8 Attendance of City Officers & Employees

The city manager, or his or her designee, shall attend all meetings of the city council as a whole, including regular meetings, special meetings, study sessions, and executive sessions, except if the council meets in executive session with the city attorney on matters of potential conflict for the city manager or to review the performance of the city manager.

Any city officer or employee shall have the duty when requested by the city manager to attend council meetings and shall remain for such time as the city manager may direct.

4.9 Executive Sessions.

4.9.1 The council may hold executive sessions, from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening to an executive session, the presiding officer shall announce the purpose of the session and the anticipated time when the session will be concluded. No formal action or decision of the council may be taken in executive session.

4.9.2 If the council, after executive session, has provided direction or consensus to city staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated city staff representative handling the issue. Council members should consult with the city manager and/or city attorney prior to discussing such information with anyone other than other council members, the city attorney, or city staff designated by the city manager. Any council member having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the city manager and council in a timely manner.

4.9.3 Pursuant to RCW 42.23.070, council members shall keep confidential all written materials and verbal information reviewed and/or discussed during executive sessions to ensure that the city's position is not compromised. Confidentiality also includes information provided to council members outside of executive sessions when the information is considered to be exempt from disclosure under the State Public Records Act (Chapter 42.56 RCW, as amended).

4.10 Adjournment

Regular, special, and committee of the whole meetings of the council shall adjourn at or before 10:00 p.m. The adjournment time established hereunder may be extended upon approval of a motion by a majority of the council members present. At any time during any council meeting, any council member may call for a "Point of Order" to review agenda priorities.

4.11 Audio Recordings of Council Meetings

The city clerk, or designee, shall make and keep audio recordings of all regular, special, and committee of the whole council meetings, except those meetings or portions of meetings conducted in executive session, or unless a motion is passed to suspend audio recording of a meeting. All recordings and related records of all city council meetings, except as provided for referenced above, shall be retained by the city pursuant to the state Public Records Act and the city's public records policy.

4.12 Council Meeting Minutes.

4.12.1 The city clerk, or designee, shall take minutes at all meetings of the city council in accordance with state and local statutory requirements.

4.12.2 Proceedings will be entered into a minute book constituting the official record of the council.

4.12.3 The minutes shall be made available for public inspection. Unless a council member requests a reading of the minutes of a council meeting, such minutes may be approved without reading if the clerk has previously furnished each member with a copy thereof.

4.12.4 City council meeting minutes may be corrected by the city clerk if in error, but shall not otherwise be revised without a majority affirmative vote of the whole council membership at a regularly scheduled council meeting.

5.0 COUNCIL MEETINGS: AGENDAS & CONDUCT OF BUSINESS

5.1 Setting Agenda.

Pursuant to RCW 35A.13.080, the city manager shall set the council agenda for the meeting, following the suggested order of business listed herein, whenever practical. When necessary, the mayor, with the consent of the council, may change the order of business. No legislative item not on the agenda shall be voted upon; rather, a motion to suspend the rules would be necessary to add a legislative item to the agenda in order to facilitate a vote on a legislative item not listed in the published agenda.

5.2 Placement of Items on the Agenda.

Items may be added to a regular or special council meeting agenda pursuant to the following procedures:

5.2.1 Consent Agenda, New Business, Continued Business, and Public Communication.

Consent agenda, new business, continued business, and public communication items may be added to an agenda by: (1) A majority vote or consensus by the council; or (2) by the city manager.

5.2.2 Future Agenda Items. All regular council meeting agendas shall include a section for “Future Agenda Items”—wherein council members may present any topic or issue for the council to consider and approve adding as a new business item on a future council meeting agenda.

5.2.3 Items may be included under “Future Agenda Items” upon the joint request of two (2) or more council members. Such a request shall be emailed to the city manager or city clerk by the requesting council members no later than 12:00pm on the Tuesday before a regular council meeting. The email must include the names of the requesting council members and the item title to be included on the agenda (the title should specifically relate to and convey the core topic/issue to be discussed). The names of the requesting council members shall be placed on the agenda next to the corresponding Future Agenda Item.

5.2.3.1 Upon discussion of the Future Agenda Item, it shall require an affirmative vote of at least three (3) council members present to add the item as a New Business item to a future council meeting agenda. If the item will require the use of staff resources, then the council shall defer scheduling of the item to the city manager.

5.3 Staff Resources for Agenda Items. A councilmember may not utilize city staff for the preparation of an item for the agenda without prior direction of the city manager.

5.4 Agenda Item Priority.

5.4.1 Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

5.4.2 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

5.5 Adding an Item to a Published Agenda.

At any regular or special council meeting, an item may be placed on the agenda at the time the presiding officer calls for approval of the agenda (i.e. after the agenda is closed and the notice published) only if the presiding officer or city manager explains the necessity and receives a majority affirmative vote of councilmembers present at the meeting.

5.6 Staff Agenda Reports.

Staff agenda reports shall be in a standard format approved by the city council.

5.7 Consent Calendar.

The city manager, in consultation with the presiding officer, shall place matters on the consent calendar that:

- 5.7.1** have been previously discussed or policies have been set by the council; or
- 5.7.2** are based on the information delivered to members of the council, by the administration, and can be reviewed by a council member without further explanation; or
- 5.7.3** are so routine or technical in nature that passage is likely.
- 5.7.4** Ordinances, resolutions, and motions are all eligible to be placed on the consent calendar.
- 5.7.5** The motion to adopt the consent calendar shall be non-debatable and have the effect of moving to adopt all items on the consent calendar. Since adoption of any item on the consent calendar implies unanimous consent, any member of the council shall have the right to remove any item from the consent calendar. If any matter is withdrawn, the presiding officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future council meeting.

5.8 Order of Business for Regular Meetings.

The suggested order of business for each regular council meeting should be as follows:

- Call to Order
- Roll Call, Flag Salute
- Approval of Agenda
- Public Communication
- Public Comment
- Approve Consent Agenda:
 - Approval of Minutes of Previous Meetings and Approval of Payroll/Claims
- Reports of Commissions
- Public Hearing
- Continued Business
- New Business
- Future Agenda Items
- Council/Staff Comments
- Public Comment
- Executive Session
- Adjournment

5.9 Order of Business for Study Sessions.

The suggested order of business for each study session should be as follows:

- Call to Order

Approval of Agenda
Discussion
Adjournment

5.10 Public Comment.

- 5.10.1** During regular meetings of the council, public comments will be invited during the public comment portion(s) of the agenda. The public is also invited at any time to provide written comment on any non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the city clerk by 12:00pm of the Thursday preceding the meeting. If written comments are given at the meeting, the presenter should provide ten (10) copies for the council, city manager, city clerk, and city attorney.
- 5.10.2** In addition, public oral testimony may be taken on other non-quasi-judicial or legislative matters as they arise during the course of the meeting agenda. However, once a motion is pending, debate is limited to council members and no further public comment will be taken, unless a council member requests further testimony.
- 5.10.3** Public comments should be limited to no more than four (4) minutes per person. No person may donate time to another person. If additional time is needed, a person may request that the council place an item on a future agenda as time allows.
- 5.10.4** If many members of the public would like to comment on a particular topic, the presiding officer may encourage or require potential commenters to consolidate their comments and choose a limited number of spokespersons to speak on behalf of the group. If potential commenters are required by the presiding officer to consolidate their comments and choose a spokesperson, the presiding officer may allow the spokesperson(s) to speak for a longer designated period of time.
- 5.10.5** Except for as provided in 5.10.4 above, members of the public may not share or give speaking time to other commenters.
- 5.10.6** The presiding officer may limit the total time for public comments and may, if many members of the public want to comment about a particular issue, continue the matter to another time.

5.11 Public Hearing.

A public hearing is a formal opportunity for individuals to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions, which determine the legal rights, duties, or privileges of specific parties. The following rules shall be observed during public hearings:

5.11.1 Legislative/Information Gathering Public Hearings

- **Open Public Hearing**—The presiding officer will open the public hearing.
- **Staff Presentation**—For an initial presentation of background information from a city department, a city board, commission, or committee, no more than twenty (20) minutes will be allowed, unless authorized by the presiding officer.
- **Public Comments**—Comments will be limited to four (4) minutes per speaker. Any individual or group may request of the council additional time to speak if such request is submitted in writing no later than the day prior to the subject meeting. Such request shall be subject to council approval. The presiding officer may allow additional time for receipt of written testimony, when needed.
- **Staff Comments**—Additional staff comments may be requested by Council following public comments.
- **Close Public Hearing**—At the conclusion of Public or Staff Comments, the Presiding Officer will close the public hearing.
- **Council Deliberation**
- **Council Action**
- **Timekeeper**—The city clerk shall be the timekeeper.

5.11.2 Quasi-Judicial Public Hearings

No Public oral testimony shall be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the public will be informed by the city attorney as to what state law permits as to public comments. In addition, quasi-judicial hearings will be conducted in conformance to procedures outlined in other city ordinances.

6.0 COUNCIL MEETINGS: PARLIAMENTARY PROCEDURES

6.1 Parliamentarian / Governing Procedure.

The city attorney, in consultation with the city clerk, shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature which may arise at a council meeting. All cases not provided for in these Rules shall be governed by the current edition of "Robert's Rules of Order", a copy of which is maintained in the office of the city clerk. In the event of a conflict, these Rules shall prevail.

6.2 Presiding Officer. The presiding officer shall:

- 6.2.1** Observe and enforce all rules adopted by the council;

- 6.2.2** Call all meetings to order and keep to the order of business;
- 6.2.3** Preserve order and decorum in the council chambers in accordance with these Rules;
- 6.2.4** Recognize councilmembers in the order in which they request the floor, giving every councilmember who wishes an opportunity to speak, and control discussion in an orderly manner, require speakers to speak to the question; and
- 6.2.5** Put motions to a vote and announce the outcome.
- 6.2.6** The presiding officer may participate in all deliberations of the council in the same manner as any other members and is expected to vote in all proceedings, unless a conflict of interest exists. The presiding officer may not move an action, but may second a motion.

6.3 Motions.

- 6.3.1 Motion Required.** Prior to discussion of an action item, a councilmember should make a motion, which is seconded by another councilmember, on the topic under discussion. If the motion is not seconded, it dies.
 - Motions that do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.
 - Motions shall be clear and concise and not include arguments for the motion.
- 6.3.2 Request for Written Motions.** Motions shall be reduced to writing when requested by the Presiding Officer or any member of the council. All resolutions and ordinances shall be in writing.
- 6.3.3 Discussion on Motion.** After a motion has been made and seconded (if required), councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.
- 6.3.4 Withdrawal of Motion.** A motion may be withdrawn by the maker of the motion, at any time, without the consent of the council.
- 6.3.5 Motion to Amend.** A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting. A motion to amend requires a second and a majority to pass.
- 6.3.6 Motion to Table.**
 - Non-debatable.
 - Requires a majority to pass.

- If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue.
- If an item is tabled, it cannot be reconsidered at the same meeting.

6.3.7 Motion to Postpone to Time Certain.

- Debatable.
- Amendable.
- Requires a majority to pass.
- The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- May be reconsidered at the same meeting.

6.3.8 Motion to Postpone Indefinitely.

- Debatable. The merits of the main motion may also be debated.
- Not amendable.
- Requires a majority to pass.
- May be reconsidered at the same meeting.

6.3.9 Calling the Question.

- A successful motion to call for the question shall close debate on the main motion.
- Non-debatable.
- Requires a second and two-thirds (2/3) vote.
- Debate on the main motion is reopened if the motion to call the question fails.

6.3.10 Motion for Reconsideration.

- After the motion has been decided, any councilmember who voted in the majority (i.e. if a motion passed, a councilmember who voted in favor of the motion; or, if the motion failed, a councilmember who voted against the motion) may move for a reconsideration of the motion.
- The motion for reconsideration must be made at the same or next regular council meeting.
- Non-debatable.
- Not amendable.
- Requires a majority to pass.

6.3.11 Council Consensus. When the council concurs or agrees with an item that does not require a formal motion, the mayor will summarize the council's consensus at the conclusion of the discussion.

6.4 Voting on Motions.

- 6.4.1 Motion Restated.** When the discussion is concluded, the presiding officer shall repeat the motion prior to voting. The city council votes on the motion as restated.
- 6.4.2 Voice Vote.** Unless otherwise provided for by statute, ordinance, resolution, or these Rules, all votes shall be taken by voice, except that at the request of any councilmember, a random roll call vote shall be taken by the city clerk.
- 6.4.3 Declaring Motion Passes or Fails.** If the vote is unanimous, the presiding officer shall state that the motion has been passed unanimously according to the number of councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the presiding officer shall state the number of councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- Once the vote has been taken, the discussion is closed. It is not necessary for councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.
- 6.4.4 Tie Votes.** In case of a tie vote on any motion, the motion shall be considered lost and fails.
- 6.4.5 Abstention.** Although it is the duty of each councilmember to vote on final action items, he or she cannot be compelled to vote, and thus he or she may abstain. The councilmember shall indicate their abstention to the presiding officer prior to any discussion begins on the motion. The abstaining council member shall then not be permitted to participate in the discussion or vote on the motion. The abstention shall be recorded by the city clerk and not included in the vote tally.
- 6.4.6 Recusal.** If a councilmember has a conflict of interest or an appearance of fairness question under state law, the councilmember may recuse themselves from the issue and shall leave the council chambers during discussion and voting on the issue. That councilmember shall be considered absent when voting occurs.
- 6.4.7 Silence.** If a councilmember is silent on a vote (i.e. is present and does not abstain or recuse themselves pursuant to this section but also does not cast a vote for the motion), it shall be recorded as an affirmative vote.
- 6.4.8 Proxy Votes.** No vote may be cast by proxy.

7.0 COUNCIL MEETINGS: MISCELLANEOUS

7.1 General Decorum.

7.1.1 Councilmembers. While the council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disrupt any member while speaking, nor refuse to obey the orders of the council or the Presiding Officer, except as otherwise provided in these Rules.

7.1.2 Public. Any person making personal or slanderous remarks or who becomes disorderly while addressing the council or while in the council chamber while the council is in session shall be asked to leave by the Presiding Officer.

7.2 Dissents and Protests. Any council member shall have the right to express dissent from or protest against any ordinance or resolution of the council and have the reason therefore entered in the minutes.

7.3 Forms of Address. The mayor shall be addressed as “Mayor (surname),” “Your Honor,” or Mr./Madam Mayor. Members of the council shall be addressed according to their preference as “Councilmember (surname),” Councilor (surname),” or Mr./Mrs./Miss/Ms. (surname).

7.4 Seating Arrangement. The mayor shall sit at the center of the council, and the mayor pro tem shall sit adjacent to the mayor. Other council members are to be seated in a manner acceptable to the council. If there is a dispute, seating shall be in position order.

8.0 CITY COUNCIL ADVISORY BODIES

The council’s advisory bodies provide an invaluable service to the city. Their advice on a wide variety of subjects aids the council in the decision-making process. Effective public participation is an invaluable tool for local government.

8.1 Establishment of Advisory Bodies; Dissolution.

8.1.1 The city council may establish advisory bodies (including, but not limited to commissions, committees, boards, and task forces) by resolution or, if required by state statute, ordinance. The enacting resolution (or ordinance) will set forth the size of each advisory body, which will be related to its duties and responsibilities, the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work.

8.1.2 Limitations on Authority. All advisory bodies established by the city council are advisory to the city council and are not authorized to take independent action representing the city with other agencies or bodies.

8.1.3 OPMA. All advisory bodies shall comply with the requirements of the Open Meetings Act (RCW Section 42.30 .)

8.1.4 Dissolution. The council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason. Such dissolution shall be by resolution (or ordinance, if the body was originally established by ordinance) of the city council.

8.2 Appointment to Advisory Bodies.

8.2.1 Notice of Vacancies. Unless otherwise directed by the council, the city clerk's office shall advertise notice of vacant positions on council advisory bodies so that any interested and qualified individual may submit an application.

8.2.2 Applicant Requirements. Applicants are urged to be residents of the City of Covington, but applications from individuals living outside of the corporate boundaries of the city may be considered if authorized by the resolution or ordinance establishing the advisory body.

8.2.3 Applicant Interviews and Appointment.

- The city council will endeavor to interview all applicants for an available advisory position; provided that the mayor and mayor pro tem may limit the number of applicants interviewed by the council as a whole based upon a failure to meet the basic qualifications as set forth in the applicable resolution or ordinance or when the gross number of applicants is so large as to be an undue burden on the council's schedule.
- All interviews for available advisory positions shall be scheduled at either a special or committee of the whole council meeting. For the purpose of any special or committee of the whole council meeting in which advisory body interviews are the only agenda item, the council may proceed with calling the meeting to order and conducting said interviews so long as three (3) or more council members are present.
- The council shall also interview applicants seeking reappointment for the same advisory position, unless otherwise determined by a majority of the council.
- Appointments to advisory bodies will be made during a regularly scheduled council meeting.

- Upon appointment, new appointees to advisory bodies will receive a briefing by the applicable commission, committee, or task force chairperson and/or city staff regarding the duties and responsibilities of the members of their respective advisory body.

8.3 Removal of Appointees. Appointees to advisory bodies may be removed prior to the expiration of their term of office, for any reason, by a supermajority vote (five council members) of the city council as a whole.

8.4 Exit Interviews. The council may annually appoint a committee of three (3) or fewer council members to conduct exit interviews of all departing appointees of council-appointed advisory bodies. The city clerk shall prepare and maintain standard questions for the committee's use. Should the council not appoint an exit interview committee pursuant to this subsection, an exit questionnaire, approved by the city council, shall be provided to a departing appointee for their voluntary completion.

8.5 Council Relations with Advisory Bodies. To avoid any undue influence on the city's advisory bodies, and to prevent unauthorized or misrepresented communications between the council and advisory bodies, council members are prohibited from attending any meeting of the city's advisory bodies in an official capacity unless specifically authorized to attend by a consensus of the city council. Further, council members are strongly encouraged to not attend any meeting of the city's advisory bodies in an unofficial capacity. If a council member chooses to attend a meeting of any of the city's advisory bodies in an unofficial capacity, he/she shall expressly state that he/she is attending and/or speaking in a personal capacity only and is in no way representing the opinions or position of the city council as a whole.

9.0 PUBLIC COMMUNICATION & REPRESENTATION

- Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the city, or if this is the majority or minority opinion of the council.
- When councilmembers represent the city or attend meetings in an official capacity as councilmember, they must support and advocate the official city position on an issue, not a personal viewpoint.
- Once the city council has taken a position on an issue, all official city correspondence regarding the issue will reflect the council's adopted position.

- City letterhead shall not be used for correspondence of councilmembers representing a dissenting point of view from an official council position.
- As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the council, shall be distributed to the full council so that councilmembers may be made aware of the impending publication.

RULES OF PROCEDURE - 2016

Overview

The City Council's Rules of Procedure define the organization of the Council, filling vacancies, and outlines expectations on how Council meetings are conducted.

The Rules of Procedure also address the Council's role and expectations with regard to committees.

The areas covered by the rules of procedure are:

1. Organization of the Council.
2. Attendance of members.
3. Intergovernmental Committees.
4. Identification of meeting for public record.
5. Order of business and organization of Council agenda.
6. Public hearing process.
7. Motions.
8. Debate.
9. Questions decided without debate.
10. Voting.
11. When Council members shall vote – personal interest.
12. Quorum.
13. Meetings.
14. Decorum.
15. Privilege to address the Council.
16. Personal privilege – protest.
17. Ordinances.
18. Reconsideration.
19. Vetoes.
20. Committees. Special, Ad hoc, Joint Committee at request of the Mayor, and Oversight.
21. Suspension of the rules.

22. Amendment, revision or addition to rules.

1. Organization of the Council

A. Election of the Council Chair and Vice Chair

After newly elected Council members are sworn in, the City Council of Ogden City shall elect from among its members a Chair and Vice Chair, as provided in Section 2.3.5 of the Ogden Municipal Code and Section 10-3b.203 1)(a)(iv)(2008)_Utah Code Annotated, with such Council leadership positions for the purpose of these Rules of Procedure and Council dealings, operations and records to be known and referred to as the Chair and Vice Chair.

In even-numbered years the election shall take place during the Council meeting held at 12 o'clock noon on the first Monday of January. In odd-numbered years, the election shall occur at the first regular Council meeting in January.

Separate nominations shall be accepted for the chair and vice chair positions. Any Council member may nominate another Council member or himself/herself. The Chair opens nominations for Council Chair and closes nominations after all nominations are made known. The Council Chair candidates are given the opportunity to comment in the order of nomination. The Chair then calls for a motion to consider the first candidate nominated for Chair. After a motion and second a roll call vote is taken. If there is no majority for the

RULES OF PROCEDURE - 2016

first candidate then the Chair calls for a motion to consider the second candidate nominated for Chair. If the first round of candidates each fail to obtain the requisite four votes, the Chair opens nominations for new or renewed candidate nominations and subsequent voting. This process continues until there are at least four affirmative votes for one of the Chair candidates.

The same process is utilized for the election of the Vice Chair. Then both the Chair and Vice Chair are sworn in.

The Chair and Vice Chair shall serve from the date of the election until selection of their successors in the following years.

In the event of a vacancy in the position of Chair, the Vice Chair shall become Chair and shall serve the remainder of the term. A vacancy in the position of Vice Chair shall be filled by election in the manner prescribed in these rules.

B. Powers and duties of the Chair and Vice Chair

It shall be the duty of the chair and vice chair:

- 1) To give direction to the Council Executive Director to set the agenda for all City Council meetings.

It shall be the general duty of the Chair:

- 1) To preside at all City Council meetings.

- 2) To order a recess at any time during a Council meeting, without necessity of a motion or vote of the Council.
- 3) To sign all ordinances and resolutions passed by the Council.
- 4) To receive all messages and communications from the Mayor and others addressed to the Council as a body and be responsible to convey all such messages and communications to the rest of the Council members.
- 5) To sign all correspondence determined by the Council members to be representative of the Council as a whole.

The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.

In the event of the absence of, or disability of, both the Chair and the Vice Chair, the immediate past Chair, if still serving on the Council shall temporarily serve as Chair until the Chair or Vice Chair so absent or disabled shall return or the disability shall be removed, as the case may be. In the event the immediate Past Chair is absent or disabled, or is no longer serving on the Council, the City Council shall elect a temporary Chair to serve until the Chair or Vice Chair so absent or disabled shall return or the disability shall be removed, as the case may be. In such event, past Chair or the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair.

RULES OF PROCEDURE - 2016

2. Attendance of members

Every Council member shall be present during the meetings of the Council unless duly excused or necessarily prevented.

3. Intergovernmental Committee Appointment Process

Each year the City Council determines which Council members are assigned or appointed to a number of intergovernmental committees.

Some of the committee assignments are one-year or multi-year as determined by the Council while others require the formal appointment by the Mayor with advice and consent of the Council.

The following process is utilized to determine the assignments and appointments:

- 1) In December of each year the Council Executive Director requests Council members to make their preferences known regarding which committees they wish to be assigned or appointed to. This information is summarized and presented to Council leadership after the election of the Chair and Vice Chair annually.
- 2) Council members are free to communicate their preferences to

Council leadership as deemed appropriate.

- 3) In early January, Council leadership reviews Council members' input and will consider who will be asked to serve. Equitable rotation, member availability, interest, etc., will be taken into consideration with each proposed appointment.
- 4) Council leadership will schedule a meeting with each member to discuss Council member interest and availability. Leadership will then make the final appointments.
- 5) Council members will be given the opportunity to decline an appointment.
- 6) Council leadership will address Council representation for those appointments that may occur during the year.
- 7) For those appointments that require the Mayor to appoint with advice and consent of the Council, the Council Chair discusses the proposed appointments with the Mayor. Once agreed upon a letter is sent from the Council to the Mayor requesting that the appointments be made. The regular appointment process is then followed.
- 8) A letter is sent from Council leadership to each Council member indicating the current assignments/appointments.
- 9) A letter is sent from the Council Office to each of the committees indicating who has been assigned/appointed.

RULES OF PROCEDURE - 2016

4. Identification of meeting for public record

To effectively adhere to changes in the Open & Public Meetings Law and the requirement to audio tape all meetings in addition to written minutes, the Council Chair, or Council Executive Director, will announce the type of meeting, date, and indicate members present and excused at the beginning of all meetings. This will allow validation of the meeting date and attendance on the audio version of the meeting.

5. Order of business and organization of Council agenda

A. Daily order of business

The Council shall consider business at regular meetings in substantially the following order:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Moment of Silence
- 4) Recognition
- 5) Request to be on the Agenda
- 6) Approval of Minutes
- 7) Common Consent
- 8) Public Hearings/Public Input
- 9) Reports from the Planning Commission
- 10) Reports from the Administration
- 11) Old Business
- 12) New Business
- 13) Public Comments

- 14) Comments
 - a) Mayor
 - b) Council members
- 15) Closed Executive Session
- 16) Adjournment

This order is intended to serve as a general template and is subject to change based on the content of each meeting.

B. Roll call. At all meetings before proceeding to business, the roll call of the Council members shall be taken and the names of those present and those absent shall be entered on the record.

C. Recognition. The individual(s) being honored are asked by the Chair to step to the podium. Council leadership will invite a Council member to read and present the recognition (resolution, proclamation, award, plaque, etc.) The Council member who reads an honorary resolution/proclamation makes a motion to adopt it, there is a second, and the Council votes. The person or representative being honored is asked to comment. The Council Chair asks the person to come forward to allow the Council and Mayor to congratulate them. Council members and the Mayor stand and shake the person's hand.

D. Request to be on the Agenda. An individual or group may request time to present information during a City Council meeting. A presentation at the request of the Council would also be included under this category. Individuals will be given ten (10)

RULES OF PROCEDURE - 2016

minutes to make a presentation, unless otherwise specified by the Council's Executive Director.

- E. **Common consent.** Common Consent is defined as that class of Council action which requires no further discussion or which is routine in nature. All items on Common Consent shall be adopted by a single motion.

Prior to the motion to adopt Common Consent items, any Council member may have any item removed in order to permit discussion on that item without the necessity of a motion or a vote for removal of such item.

The removed item is considered as the next item on the agenda unless a motion is made and approved to schedule a work session or future consideration at a subsequent meeting.

If four (4) of the Council members present at the Council meeting vote are in favor of adopting the Common Consent items, every item shall be adopted.

- F. **Public Hearings/Public Input.** Public Hearings/Public Input shall consist of those items for which the Council would like to receive public comment. Such hearings shall include, but not be limited to, those requiring legal advertisement under State Law. Individual comments for a public hearing are limited to five (5) minutes and individual comments for public

input are limited to three (3) minutes. Any remaining time will be forfeited.

- G. **Reports from the Planning Commission.** The Commission representatives and/or the Planning Staff review with the City Council recommendations from the Commission. The Council also may request consideration of an issue by the Planning Commission.

- H. **Reports from the Administration.** The Mayor or his/her representative present information regarding items on the agenda.

- I. **Old Business.** The Old Business section shall consist of those items which have been considered previously by the Council and are presented for further discussion or action.

- J. **New Business.** The New Business section of the Council agenda is defined as the introduction of new items or issues for Council discussion.

New Business shall include the introduction of new ordinances unless appropriate for Common Consent or Reports from the Administration.

Items added to New Business during the meeting may be discussed by the Council but no action can be taken.

- K. **Public Comments.** Any individual member of the audience may address the Council for three (3) minutes to address all concerns at this time. Any remaining time will be forfeited.

RULES OF PROCEDURE - 2016

A citizen who is reading verbatim from a typed or written statement may provide a copy to the City Recorder when his/her comments are finished so it may be included as part of the public record.

- L. **Comments.** Any Council member, the Mayor or his/her representative, or Council Staff may request time to address the Council on matters of City business.

- M. **Out of Order.** The Council may, by motion and majority vote, proceed out of order to any order of business or return to any order already passed.

6. Public Hearing/Public Input Process

- A. Introduction of the issue is given by the Chair.
- B. Administrative or Council Staff gives an overview.
- C. Applicant/petitioner makes his/her presentation, if applicable. Presentation is limited to ten (10) minutes. Any remaining time will be forfeited.
- D. The public is asked to comment. Individual comments for a public hearing are limited to five (5) minutes and individual comments for public input are limited to three (3) minutes. Any remaining time will be forfeited.

- E. The Council closes or continues the public hearing. If it is a public input item this action is not necessary.
- F. The Council members then discuss the issue amongst themselves.
- G. Action by the Council: approve, not approve, approve with changes, or table/continue.

7. Motions

- A. No motion shall be debated until it has been seconded and announced by the Chair.
- B. Any motion may be withdrawn or modified by the sponsor of the motion, with the consent of the second, at any time before amendment, decision or voting.
- C. When a question is under debate, the Council Chair shall entertain no motion except the following procedural motions, whose passage shall require the affirmative vote of a majority of the members present.
- 1) To adjourn
 - 2) To recess
 - 3) To take up a question out of its proper order
 - 4) To move the previous question
 - 5) To postpone to a day certain
 - 6) To refer to a committee (commit or recommit)
 - 7) To limit debate
 - 8) To lay on the table (limited solely to Council meeting at which proposed)

RULES OF PROCEDURE - 2016

- 9) To amend
- D. Such motions shall take precedence in the order moved.
- E. Any substitute motion or amendment must relate to the same subject as the original ordinance, item or resolution under consideration.

If a motion is made and seconded, then a substitute motion would be considered after the original motion is considered.

If a motion is made, with no second, a substitute motion (with a second) would be considered instead of the original motion which dies for lack of a second.

An affirmative vote on the amended motion negates any further consideration of the original motion.

8. Debate

- A. The Council Chair shall recognize any Council member requesting recognition to speak, debate, give a notice, make a motion, submit a report or for any reason address the Council, unless a motion taking precedence is offered.
- B. The Council Chair shall recognize the author of the motion first and then others wishing to address the motion, with the author of the motion providing the summation.

- C. During debate, the presiding officer shall be responsible for maintaining order. If, in the opinion of the presiding officer, private discourse among or between Council members or any other disturbance disrupts the Council's business, the presiding officer may call the Council to order. If the presiding officer calls the Council to order, all Council business shall cease until such time as the presiding officer resumes the Council's business.

- D. Any Council member may make a motion that the Council be called to order.
- E. All Council members shall be allowed to speak at least once on any subject.

9. Questions decided without debate

- A. To adjourn
- B. To recess
- C. Questions relating to order of business

10. Voting

- A. Voting shall be in the form of "yes" or "aye", "no" or "nay", and "abstain", and the names of those voting for, against or abstained entered in the Council minutes.
- B. A "roll call" vote is required for all ordinances and may occur for other votes regarding controversial items. "Roll call" means that each Council

RULES OF PROCEDURE - 2016

member, that is present, verbally gives his/her vote when called upon by the Recorder. The Chair has the discretion to call for a "roll call" vote on any agenda item depending upon the situation. If a "roll call" vote is not required or desired, a "voice vote" occurs. If any "nay" voice votes occur the Chair must verbally identify the names of those Council members voting "nay".

- C. The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of all voting members of the council, without considering any vacancy in the Council (i.e., 4 votes).

Notwithstanding this provision, a council meeting may be adjourned to a specific time by a majority vote of the council if the majority vote is less than four (4) members.

A majority of the council members, regardless of number, may fill any vacancy in the council.

- D. An expression of "abstain" during voting shall not be considered as an affirmative or a negative vote. A Council member who "abstains" on a question or is "absent" on a question may not move reconsideration of the question under rule relating to reconsideration.
- E. In the case of a tie vote, the motion shall fail.

- F. Any Council member may change his or her vote prior to the closing of the vote by the Chair.

- G. A Council member desiring to explain his/her vote should make their comments prior to a call of the roll or voice vote or after the vote is finalized.

- H. No Council member shall be permitted to vote on any question unless s/he shall be present, either physically or via electronic means pursuant to 52-4-207, Utah Code Ann., and as provided in subparagraph below, when the vote is taken and when the result is announced.

No Council member shall give his/her proxy to any persons whomsoever and no pairing of the vote of an absent Council member against the vote of a present Council member shall be permitted.

- I. The following supplemental rules and procedures will be utilized for electronic meetings held pursuant to 52-4-207, Utah Code Ann.:

- 1) The anchor location will be located at 2549 Washington Blvd, City Council Chambers or Suite 310, Ogden, Utah 84401, or at such other location as designated by the Council in accordance with paragraph 12.A of these rules.
- 2) Notices of such meetings shall comply with the special noticing requirements of 52-4-207 (a)(b) in

RULES OF PROCEDURE - 2016

addition to the general requirements of 52-4-202.

- 3) A Council member should notify the City Council Executive Director, or the Executive Director's designee, in writing, of his or her intention to participate in a meeting electronically by the Wednesday immediately preceding the date of any regular Tuesday meeting, or six days prior to the date of any scheduled special meeting. Exceptions to the requested timeframe may be made at the discretion of the City Council Chair if an emergency or other unexpected event (e.g. illness) occurs for a Council member.

For meetings located in the Ogden City Municipal Building, the Council member participating electronically will be connected to the electronic meeting via telephonic or other telecommunications means sufficient to meet the requirements of 52-4-207. Council Staff will coordinate the arrangements for the electronic meeting.

Electronic participation in meetings held at locations other than the Ogden City Municipal Building may not be feasible. A determination of the feasibility of electronic participation for meetings held at off-site locations will be made by Council staff on a case-by-case basis.

11. When Council members shall vote - personal interest

- A. Every Council member who is in the Council Chambers when a question shall be stated from the Chair shall vote, but no Council member shall be obliged to vote upon any question unless s/he shall be within the Council Chambers when his or her name is called. Any member entering the Chamber after the question is stated and before it is decided, may have the question stated, cast his or her vote, and be counted.
- B. Any Council member who has an immediate or direct financial interest in any item pending before the Council shall disclose this fact to the Council at the time the vote is called and shall "abstain" upon such bill or measure. The Council member declaring such interest shall then leave the room during the discussion and vote on that item.

12. Quorum

Four Council members shall constitute a quorum thereof for the transaction of all business.

13. Meetings

- A. **Place.** All regular meetings of the Council shall be held in the Council Chambers located on the third floor of the Ogden City Municipal Building, 2549 Washington Boulevard, Ogden, Utah, or

RULES OF PROCEDURE - 2016

at such other place in Ogden City as the Council may designate.

- B. **The time and place** for holding a Council meeting at a place other than such Council Chambers shall be noticed in accordance with the provisions of Utah Code Annotated title 52, chapter 4, relating to open and public meetings.

A regular meeting having been convened at the place designated may be adjourned by the Council to any other place within Ogden City for the purpose of investigating some particular matter of business which may be more conveniently investigated at such other place or if it is determined in the public interest to do so.

- C. **Regular meetings - time and notice.** Commonly, regular meetings of the City Council shall be held on the first, third and fourth Tuesday of each month at the hour of 6:00 p.m. in the Council Chambers at 2549 Washington Boulevard. Prior to each scheduled meeting, beginning at 3:30 p.m., a Council Work Session shall be held. Agenda items for the meeting which begins at 6:00 p.m. will be reviewed during the Work Session.

The City Recorder shall, not later than the day immediately preceding such regular meeting and not earlier than the Friday preceding such meeting, notify each Council member that such meeting will be held at the time specified. Means

of notification may be via postal mail, e-mail, hand delivered, oral or telephone.

- D. **Special meetings - call.** A special meeting of the Council may be called at any time by the Chair or by a written call of a special meeting by any four Council members submitted to the Executive Director and filed with the City Recorder which shall state the time and purpose of the meeting. A special meeting of the Council shall be called at any time upon the written request of the Mayor.
- E. **Special meeting - notice.** Notice shall be given to each Council member of the time and purpose of every special meeting of the Council.

The City Recorder shall, not later than the day immediately preceding such regular meeting and not earlier than the Friday preceding such meeting, notify each Council member that such meeting will be held at the time specified. Means of notification may be via postal mail, e-mail, hand delivered, oral or telephone.

- F. **Emergency meetings.** Emergency meetings of the Council may be held to consider matters of an emergency or urgent nature, if the circumstances are unforeseen. Emergency meetings may be called by either the Council Chair or by the Mayor. No such emergency meeting shall be held unless an attempt has been made to notify all of the Council members and a majority of the Council votes in the affirmative to hold the meeting.

RULES OF PROCEDURE - 2016

- G. **Open meetings law.** All meetings of the Council shall be conducted and noticed in conformance with the requirements of Title 52, Chapter 4, Open and Public Meetings Law of the State of Utah.

14. Decorum

- A. No Council member shall walk across or out of the Chambers while the Presiding Officer is calling the question.
- B. Council members should avoid engaging in private discourse or committing any other act which may tend to distract the attention of the Council or the audience from business before the Council; or which might interfere with any person's right to be heard after recognition by the presiding officer.
- C. When speaking or debating before the Council, all persons including Council members, shall confine their remarks to the question under discussion or debate, avoiding comments on personalities. Anyone engaging in discussion or debate beyond the question before the Council shall be directed to stop by the presiding officer, and no further discussion or debate will be allowed by said person.

15. Privilege to address the Council

- A. Any Council member may request time to address the Council on behalf of the public on any matter the Council member deems appropriate.
- B. The Mayor or his/her representative may request time to address the Council regarding items not on the agenda.

The presiding officer shall recognize the request and shall determine the length of time allotted to address the Council.

- C. No one may address the Council without first receiving the recognition of the presiding officer.

16. Personal privilege - protest

- A. Any Council member may, as a matter of personal privilege, speak for a period not longer than ten minutes upon such matters as may collectively affect the Council, its rights, its dignity, and the integrity of its proceedings, or the rights, reputation and conduct of its individual members in their official capacities only.
- B. Any Council member shall have the right to protest any action of the Council, stating the reasons therefore, and have the same entered in the minutes, provided such reasons do not impugn

RULES OF PROCEDURE - 2016

the motives or character of any Council member.

17. Ordinances

A. Every ordinance proposed shall be introduced in writing in the form in which it is proposed to be finally passed.

B. If required by law, or otherwise desired by the Council, the Council shall forthwith fix the date and time for a public hearing on the proposed ordinance.

If noticing standards for a required public hearing are not provided by ordinance or statute, or, if the City Council has not indicated an alternative form of noticing for any public hearing which is discretionary on the part of the Council, the City Recorder shall provide notice of the public hearing in the following manner:

- 1) The notice shall be published at least once in a newspaper of general circulation in the City.
- 2) The published notice shall appear at least seven days prior to the time advertised for hearing.
- 3) The notice shall include the time and place of the hearing and a description of the ordinance in brief and general terms.
- 4) The notice shall state the proposed ordinance is available for public inspection in the Office of the City Recorder.

The City Council is not required by law to hold public hearings on any land use ordinance. However, the Council has decided, prior to making a decision on any land use ordinance, that it will allow public input. Noticing requirements for these meetings have been established in the Municipal Code.

C. Any amendments to a proposed ordinance shall be made to the ordinance prior to its final consideration and adoption. Such amendment will be noted in the Council minutes.

18. Reconsideration

- A. Any Council member who has voted with the prevailing side of a question may move at the same meeting to reconsider the question at the same meeting, or at either of the next two available Council meetings. If a question has failed by a tie vote, members who voted against the question shall be considered to be on the prevailing side.
- B. A motion to reconsider shall require a majority of all voting members of the council, without considering any vacancy in the Council (i.e., 4 votes).

19. Vetoes

- A. In the event the Mayor vetoes an ordinance, tax levy, or appropriation duly passed by the Council, said ordinance, tax levy, or appropriation shall be scheduled for consideration by

RULES OF PROCEDURE - 2016

the Council at its next regularly scheduled meeting after the first agenda meeting at which the disapproved ordinance was available for City Council reconsideration.

The Mayor has 15 calendar days from the date the ordinance is delivered to the Mayor's Office to veto (per Municipal Code 2-8-2). The last day cannot be a Saturday, Sunday, or any legal holiday (per Municipal Code 1-2-6).

- B. A motion to override a veto by the Mayor may be substantially in the following formats:
- 1) *"I move that all of the appropriation item(s) vetoed by the Mayor be approved and adopted again as part of Ordinance 200X-XX"*
 - 2) *I move that Ordinance 200X-XX vetoed by the Mayor be approved and adopted again by the City Council."*
- C. Upon reconsideration of an ordinance, tax levy, or appropriation vetoed by the Mayor, a two-thirds vote (5 of 7) of all Council members shall be required before said ordinance, tax levy, or appropriation can be recorded and in force.
- D. Approval of an ordinance, tax levy, or appropriation vetoed by the Mayor shall not be reconsidered pursuant to section 17 of these rules.

20. Committees. Special, Ad hoc, Joint Committee at request of the Mayor, and Oversight.

- A. The City Council may, from time to time, create, revise, or abolish any and all Council committees, or make any changes to the committee structure, subject to a 4 of 7 vote of the Council.
- B. The City Council, by a 4 of 7 vote, may create by resolution any special or ad hoc committee for any specific purpose proper for Council consideration. When such committee is created, its purpose and a relevant time frame will be established. After the final report of the committee, the special or ad hoc committee of the Council will be abolished unless otherwise provided.
- C. The City Council may resolve, either through a standing committee or as the Council as a whole, to sit as an oversight committee for the purpose of investigating items relating to the conduct of City business. However, no powers are accorded the committee other than those provided by State Law.
- D. All meetings of Council committees, standing, ad hoc, oversight, shall provide notice in conformance with the Utah Open and Public Meetings Act.

RULES OF PROCEDURE - 2016

21. Suspension of the rules

Revised 12/15/09, Resolution #2009-32

No rule shall be suspended except by a vote of two-thirds of the Council members voting, a quorum being present.

Revised 09/23/08, Resolution #2008-21

Adopted 01/09/92, Resolution #6-92

22. Amendment, revision or addition to rules

- A. Any Council member or Council Staff may propose amendments, revisions, or additions to these Rules of Procedure.
- B. Each amendment, revision, or addition proposed by a Council member or Council Staff shall be in written form, and copies shall be provided to each Council member.
- C. Amendments, revisions or additions to these Rules of Procedure shall be considered by Council resolution and shall be noticed on a Council agenda in conformance with the Utah Open and Public Meetings Act.
- D. A majority vote of all voting members of the Council (i.e., 4 votes) shall be required for passage and adoption of an amendment, revision, or addition to these rules of procedure.

Revised: 3/8/16, Resolution #2016-__

Revised: 10/XX/14, Resolution #2014-14

Revised: 1/6/14, Resolution #2014-1

Revised 12/21/10, Resolution #2010-25



PUBLIC BODY MEETING POLICY & PROCEDURES

PURPOSE:

In order to conduct the public's business in an open and efficient manner, the City Council of Enoch City, Utah hereby establishes rules of order and procedures for public meetings of the City, including, but not limited to, the City Council, Planning Commission Water Board, Tree Committee and Recreation Advisory Board. These procedures and policies are to ensure (a) order and procedure; (b) ethical behavior; and (c) civil discourse.

ESTABLISHMENT OF AGENDAS

1. All proposed agenda items from the public must be submitted to the City Recorder on an agenda application.
2. In order for the information to be included in the meeting packet, the application must be submitted to the City Recorder by 4:30 p.m. six business days prior to the scheduled meeting of which the topic is to be addressed.
3. Upon receiving the agenda application, the City Recorder will route the application to the City Manager. If more research is needed, City Staff will state the reason why in writing to the applicant and item may not be identified on the agenda as requested.
4. The City Manager, or appropriate staff member will be expected to work with agenda applicants to ensure that the proper information is included in the packet, and that they understand the meeting procedure, proposed action, and other information in order to make the agenda items flow smoothly.
5. As per State law, all open meeting laws will be adhered to. The public has the right to request to be on the agenda no later than 24 hours in advance of the meeting if they wish to be addressed during an agenda topic, otherwise, the public has the option to address the public body during the public input portion of the agenda for non-agenda items, but no action will be taken by the public body.
6. All agendas will comply with the Utah State Open Meetings Act UCA Section 52-4-101 et. seq. for posting requirements.

COUNCIL PACKETS

1. The City Recorder will coordinate with the City Manager, department heads and public to compile all documents necessary for the public meeting packets.
2. Each agenda item may include a memorandum on to the subject and any recommendations staff has made to the public body.
3. Meeting packets will be delivered to the public body the at least three days prior to the meeting unless extenuating circumstances prevail.
4. Packets are to be delivered to the public body Member's home and/or designated place prior to the meeting.

OPEN AND CLOSED MEETINGS

1. The regular meetings of public bodies of the City are hereby established by Ordinance or order of the City Council and may be amended with a majority vote of the public body establishing the regular meeting schedule. The establishing public body will meet at least once each year to approve its annual meeting schedule, specifying the date, time, and place of such meetings by motion or specifying the body will meet "as needed".

2. All meetings of public bodies of the City shall be held in compliance with State laws relating to open and public meetings.
3. A closed meeting may be held upon the affirmative vote of two-thirds of the public body members present at an open meeting for which the required notice has been given.
4. No closed meeting is allowed except as to matters exempted by State law from open meeting requirements.

ELECTRONIC TELECOMMUNICATIONS

1. The purpose of electronic telecommunications is to ensure a quorum be present for all public meetings. Members are discouraged from using electronic telecommunication procedures during their absence due to cost, logistic issues, and the importance of seeing body language and facial expressions of participants in the meeting. In special circumstances, a public body Member may request the ability to attend a meeting via electronic means at the proceeding meeting via the approval of the Mayor and/or Chairperson of the public body.
2. The City Council chambers where the public body would normally meet if it was not holding an electronic meeting, currently located at 900 E. Midvalley Road, Enoch, Utah, shall be the anchor location for all electronic meetings, unless otherwise publicly noticed and the Council finds that such chambers provided space and facilities so that interested persons and the public may attend and monitor the open portions of the meeting, whether such meeting is a public hearing or otherwise.
3. To call an electronic meeting, public notice of such meeting must be given at least 24 hours before the meeting by a) posting written notice at the anchor location; b) providing written or electronic notice to (i) at least one newspaper of general circulation within the State and City; (ii) providing notice to the members of the public body at least 24 hours before the meeting so that they participate in and be counted as present for all purposes, including the determination that a quorum is present; (iii) providing a description to the members of the public body of how the members will be connected to the electronic meetings (iv) providing notice on the Utah State Public Meeting notice website at least 24 hours in advance of the meeting.

MINUTES OF CITY MEETINGS

1. The public bodies of the City shall keep minutes of their proceedings as required by State Law. The books, records, accounts and documents of each municipality shall be kept at the office of the City Recorder and draft and approved copies shall be open and available to the public during regular business hours for examination and copying. (Utah Code Section 10-3-603)
2. Minutes are the history of the community and should contain as much information as necessary for clarity. Minutes should be circulated to the members of the public body and made available within "a reasonable time after the meeting" and must be marked as "DRAFT" before approval by the public body.
3. Approval of the Written Minutes: the minutes of the current meeting should reflect that those minutes were "approved as presented," or if the draft minutes have corrections within the minutes, the minutes of the current meeting should reflect that those minutes were "approved as corrected or amended." Grammatical or typos which do not change the substance of the text are not identified as corrected minutes and the City Recorder will make minor corrections to the minutes.

MEETING PROCEDURE AND DECORUM GENERAL RULES

1. The purpose is to ensure fairness and common courtesy to all members and the public attending the meeting. These procedures and policies are to ensure (a) order and procedure; (b) ethical behavior; and (c) civil discourse.
2. The public body, Staff and public will turn off or turn their cell phones to vibrate during an opening meeting. The exception for this rule will be the Public Safety Officers.

3. Any member of the public body or staff member that is expected to attend the meeting, and will be absent or tardy shall inform the Mayor/Chairperson, City Manager, or City Recorder prior to the meeting so as not to delay the start of the meeting.
4. The City encourages citizen input during public meetings. The Mayor or chair of the public body will invite the public to share their comments at the appropriate time during Public Hearings, Public Input, or Public Comments for a period of three (3) minutes. The Mayor or chair of the public body may also permit citizens to speak during individual agenda items at his/her discretion when they feel that the comments will be pertinent to the topic.
5. Members of the public body shall not talk over one another, interrupt, or speak in a condescending manner to one another. Taking turns speaking, deferring to someone who intends to speak, and in general, maintaining civil rules of conduct toward one another, the staff, and public are expected. Members of the public body and Staff members are expected to dress appropriately for the meeting and office which they hold.
6. When person(s) are addressing the public body, the person(s) should only speak on the merits of the topic immediately at hand.
7. Printed materials should be distributed to the public body prior to the meeting. If the public wishes to distribute printed materials to the public body during a meeting, they may do so, but must have additional copies for the City Recorder for the official record.
8. No public body of the City will tolerate disorderly conduct which includes insulting language or behavior by any person, including members of the audience, the public body itself, or Staff. No name calling, shouting or booing is allowed during a meeting. The Mayor or chair of the public body may call the person to order or excuse them from the meeting. The City reserves the right to have a public safety officer in attendance at a meeting to maintain public order.

MAYOR OR CHAIR RESPONSIBILITIES

1. The Mayor is the chair of the Council Meetings. A chair shall be designated for all other public bodies. The Mayor or chair, as applicable, will lead the meeting with, attention to process and rules of conduct and facilitate closure, summarization of main discussion point and request motions be formulated.
2. The Mayor or chair, as applicable, at his/her discretion, will recognize person(s) wishing to make comments or address the public body and request them to address the public body at the podium, stating their name and address for the official record. All comments should be directed to the public body and not to others in attendance. Person(s) wishing to speak should not request recognition while someone else is speaking.

MAYOR OR CHAIR PRO-TEM RESPONSIBILITIES

1. The Mayor or chair Pro-tem will be established by Ordinance or motion by a majority vote of the City Council or public body.
2. The Mayor or chair Pro-tem will chair the meetings in the absence of the Mayor or chair and will conduct in accordance with meeting procedures.

MEMBER RESPONSIBILITIES

1. It is the duty of the voting members of a public body to consider the interest of the municipality in its entirety.
2. To prepare for the meetings by reviewing the agenda, supporting materials and asking questions in advance.
3. To communicate needs to Staff and other members about personal learning style, physical or mental limitations, and other accommodations required as permitted under the Americans with Disabilities Act and respect the accommodation needs of other Members.
4. To respect the public process and decisions.

5. The Members of a public body may expel any public body Members for disorderly conduct on a two-thirds vote of the members.
6. To maintain confidential information and discussion that is shared in closed sessions per the Open Public Meeting laws.

QUORUM

1. The majority of a public body constitutes a quorum for the public body and all motions of a public body shall be approved by a majority of the public body (not just a majority of the quorum in attendance).
2. If a position is vacant, a quorum is the majority of the remaining members of the public body.
3. Abstention does not impact a quorum.
4. There must be a minimum of a majority of the entire public body of affirmative votes for adoption of a motion.

RECORDED VOTE

1. Each Member of the public body has one vote each time a vote is held.
2. The requirement for a recorded vote must include the vote of each member and reason for abstention.

ABSTENTION FROM VOTING

1. A member may decide not to vote either in favor of or against a motion.
2. Abstention may occur if a member has been absent and/or feels insufficient information has been received on an issue.
3. Abstention is not to be confused with voting against a matter.
4. Members not abstaining carry the vote, as long as the motion receives the minimum required affirmative votes.

RECUSING

1. If a public body Member should choose to recuse themselves from an agenda item, they will need to remove themselves from their seat.

CONFLICTS OF INTEREST / DISCLOSURE STATEMENTS

1. All public body Members will complete a written disclosure statement annually or when there is a change in the nature of the conflict and file it with the City Clerk/Recorder. All disclosure statements will adhere to the Utah Municipal Officers and Employees Ethics Act (UCA 10.3.1301)
2. All disclosure statements are public information and may be inspected by the public during normal business hours.
3. A conflict of interest must be made orally in an open meeting to the members of the body of which there are a member at the time designated on the agenda when the Mayor or chair conducting the meeting asks the members if they have a conflict of interest and immediately before the discussion of the topic involved in the conflict of interest as per the Municipal Officers and Employees Ethics Act (UCA 10-3-1301).

MOTIONS

1. The Mayor or chair may recommend language to the Council for a motion.
2. Motions should begin with "I move to" or "I make a motion to".
3. Before a motion can be discussed it must be seconded.
4. Agenda items identified as discussion items only may not require a motion.

5. Amending a motion requires recognition by the Mayor or chair; the Member must state the change clearly and specifically and requires a second. It is debatable at this point before a majority vote to pass.
6. The motion must be made at the appropriate time in the order of business.
7. Agenda items needing more attention/investigation and/or discussion may be referred to a committee or Staff for further review. A motion should be made which identifies specifics of the committee or staff on when and how they are to report on the matter.
8. A motion to recess the meeting for a break must be made and should state for how long or a time to reconvene the meeting. This motion requires a second and is not debatable.
9. If a public body Member requests to withdraw a motion, the Mayor or chair will ask for any objections to the motion being withdrawn, if no objection, the motion is immediately withdrawn. If there is an objection, the request to withdraw becomes a motion, which must be seconded and is not debatable and requires a simple majority to pass.

NEPHI CITY COUNCIL RULES OF ORDER

Pursuant to Utah Code Ann. §10-3-606, Nephi City has adopted the following Rules of Order. The purpose of these Rules of Order is to make it easier for the City Council to work together effectively to accomplish the business of the City. These rules should assist, not inhibit, the Council in conducting their meeting.

Nephi City Council meetings will convene as established by ordinance or by notice of a special meeting. The meeting will proceed according to agenda. The preparation of the agenda is under the direction of the Mayor. The Mayor may revise the order of the agenda during the meeting in order to accommodate the Council or to more efficiently handle the business of the Council.

In order to take any action in a council meeting, a quorum must be present. A quorum is three or more members of the City Council (Utah Code Annotated §10-3-504). If a quorum is not present, those Council members present may 1) proceed with portions of the agenda that do not require Council action while waiting for sufficient Council members to arrive to form a quorum or 2) the attending Council members may adjourn the meeting.

In order to take action, a majority vote of the quorum is required, provided there are no less than three votes in favor of the measure (Utah Code Annotated §10-3-507). The Mayor has no vote except in case 1) of a tie vote, 2) votes on the appointment or dismissal of a municipal manager, and 3) votes on an ordinance that enlarges or restricts the mayor's powers, duties, or functions. (Utah Code Annotated §10-3b-302). In the Mayor's absence, a *Mayor Pro Tempore* shall conduct the meeting. The Council Member acting as *Mayor Pro Tempore* retains his/her right to vote without the necessity of a tie vote.

A member of the public may request to be on the agenda to address the Council. The Mayor may establish a deadline to place an item on the agenda. An item discussed because of such an agenda request is a non-action item. If the Council desires action to be taken after listening to the information presented, then it may direct staff to prepare appropriate documents and place it on a future agenda for action.

Other items are placed on the agenda in accordance with ordinance, or at the direction of the Mayor or at least two (2) members of the Council. They will generally be presented by staff.

Unless the meeting is a public hearing, the general public may only speak in a public meeting when invited to do so by the Mayor. There is a difference between a public meeting (e.g. council meeting, planning commission meeting) and a public hearing. All public hearings are public meetings, but not all public meetings are public hearings. In general, a public meeting is one in which the public is invited to come and watch the council deliberate on and decide matters. There is no right for any individual member of the public to actively participate in the meeting. Conversely, in a public hearing the public has the right to actively participate in the meeting by giving testimony and information on the topic that is the subject of the meeting.

When a public hearing is scheduled, staff should generally present the matter. An applicant, if there is one, should generally be allowed to give a brief presentation. Anyone present shall be allowed to speak. Comments from the public should be germane to the topic and should be for the purpose of presenting information and giving input to the Council. A public hearing is not a time for members of the public to question the Council or staff about actions it has taken or actions it is contemplating taking. Additionally, a public hearing is generally not the time for members of the public to request or gather information from the Council or staff. The Mayor may set time limits for each speaker at a public hearing. Each member of the public is expected to comply with the time limits imposed. The time limit shall be uniform for all speakers. A common group of citizens may designate a spokesperson, who may accumulate the time of those persons present who designate him/her as their spokesperson. When everyone desiring to speak has had the opportunity to do so, the public hearing for that topic will be closed, and no additional comment will be accepted.

Once an agenda item has been presented to the Council, and public comment received if a public hearing is involved, the item is ready for discussion by the Council. The Mayor directs the discussion. All Council Members should have an opportunity to voice their opinions. The discussion period is the time for ramifications of the proposed action to be explained, questions from the Council answered or raised, and information shared. Every member is entitled to know what effect the decision will have. Council Members have the right to express opposing viewpoints. Proper respect should be shown for members expressing any viewpoint.

Once an agenda item has been fully discussed by the Council, it is ready for action. Action should be taken on each agenda item before moving to the next agenda item. Action consists of approving the item, approving the item with changes, denying the item, or tabling the item. The effect of tabling an item is to continue action to a future meeting. Action is initiated by motion. Every motion must be seconded. A motion which is not seconded dies for the lack of a second. Once a motion has been made and seconded, further discussion or debate may take place on the motion. The Mayor may impose a time limit on each member during any discussion. Every member is entitled to understand the motion. Therefore, any member may raise a question on the motion to fully understand it.

Once discussion/questions have taken place, the member making the motion may move to withdraw the motion. If a member who seconded agrees, the motion may be withdrawn if there is no objection from the Council. If an objection is raised, the Mayor shall call for a vote on the motion to withdraw. If the motion is withdrawn, any member may make a motion with respect to the agenda item.

Once discussion/questions have taken place, a motion to amend the motion may be made. Such a motion must be seconded. Discussion or debate may take place on the motion to amend. The Mayor may impose a time limit on each member during any discussion. Questions may also be asked in order to fully understand the motion to amend. Once discussion/questions have taken place the Mayor shall call for a vote on the motion to amend. If the amendment passes, the amended motion becomes the motion. Note: Too many amendments become confusing to the Council and the minute keeper. It is sometimes better to deny a motion and start over than to have multiple amendments to a motion.

Once a motion has been discussed and questions clarified, the Mayor shall call for a vote. If the motion fails to pass, a member may make another motion. If no other motion is made, the measure dies, and the Mayor may move to the next agenda item. If the motion passes, the Mayor may move to the next agenda item.

During the course of a meeting, a member may move for a recess. This may occur at any point in the meeting, but it is generally more productive and efficient if done between agenda items. This motion requires a second but no discussion takes place. The Mayor calls for a vote. If the motion passes, then the Mayor may set a time limit on the recess.

All meetings are terminated by a motion to adjourn. The Council can set a time limit on its meetings. A motion to adjourn can be made prior to action on all the agenda items, if the time limit has passed. Such a motion cannot be made during discussion/action of an agenda item but must be made between agenda items. Such a motion requires a second, but no discussion takes place. Upon a motion being made and seconded, the Mayor shall call for a vote. If the vote passes, then all the remaining agenda items are automatically tabled to the next meeting. Note When conducting the public's business it is generally better not to adjourn prior to completion of the agenda, but this policy recognizes the need to do so, on occasion.

A member who believes these rules are not being followed during the course of a meeting may call for a point of order. This may be done at any time during the meeting, requiring no second or discussion. The Mayor shall make an immediate ruling on the point of order, either directing the Council to comply with these rules or explaining why the Council is in compliance with these rules.

The Council is required to maintain an orderly meeting. If a member of the public is disrupting the meeting, he may be ordered removed by a two-thirds vote of the Council (Utah Code Annotated §10-3-608). This motion may be made any time during the meeting and should coincide with the disruptive behavior. It requires a second but no discussion. Upon the motion being seconded, the Mayor calls for a vote. If the motion passes, then the Mayor shall direct the expelled individual to leave the meeting. If necessary, the Mayor may enlist the assistant of law enforcement to remove the individual from the meetings.

Voting on motions concerning ordinances, resolutions, or actions which create liability must be by a roll call vote (Utah Code Annotated §10-3-506). Other matters may be by a roll call vote at the discretion of the Mayor or at the request by any member. This request may be made at the time the Mayor calls for a vote.

A member of the Council may be expelled from a City meeting by a two-thirds vote of the council for 1) disorderly conduct during the meeting, 2) a member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the open public meeting, or 3) a commission of a crime during the meeting. (Utah Code Annotated §10-3-607.

At all times during a public meeting, members of the Council should exercise civility and respect to each other, staff, and members of the public. This includes members of the Council being attentive to the topic being addressed and not having side conversations while another Council member, staff, presenter, or member of the public “has the floor.” During a public meeting, members of the Council should restrict their use of electronic devices to matters that are pertinent to the items being discussed during the meeting. Members should not engage in any other behavior or activity during a public meeting that is distracting to themselves and/or anyone else attending the meeting.

Adopted 2/2/16.

Murray City – A City Without Equal

To support our residents and community:

1. Attend activities sponsored by the local Chamber
2. Provide new and fun activities like a Farmers Market, Dive for Dollars at the pool, Movies in the Park, Fireman Squirt sponsored by the Library as an end-of-summer activity
3. Support causes in your community like:
 - a. NeighborWorks that buys old homes, renovates them, then sells them to low income families
 - b. KidsEat that provides weekend food in backpacks for children on weekends who may not eat other wise
 - c. The local Boys and Girls Club by participating in activities they host, like their fund raising golf tournament
4. Work and coordinate programs with your local school district:
 - a. Work on agreements to share facilities
 - b. Evaluate the crossing guards together
 - c. Sponsor an “In the Schools” program, where the Mayor teaches students about their local government (we’ve done 5th grade, 9th grade and 12th grade)
5. Take advantage of local media to put in a “Mayor’s Message”, the City Newsletter or a Parks and Recreation insert.

Elected Officials

1. Send a weekly “Council Communication” with information of interest from your Department Head meetings and upcoming events.
2. Have a simple dinner prior to Council Meeting for casual conversation

Employees

1. Use an Employee’s Association as a partner in events – ours hosts the annual Christmas Party
2. Celebrate National Ice Cream Day on July 17th – or close to that. We pick a fun theme, buy giant sub sandwiches, chips and lots of ice cream. It is a day to appreciate our employees. Elected officials have first shot at scooping. This year it was “You are a Super Hero” and we bought water bottles with that on them.

Santaquin City Council Charter

March 5, 2012

Who We Are

The Santaquin City Council strives to lead our community with fiscal responsibility, wise prioritization, transparency and honesty. We communicate respectfully with one another and with the community. We are a results-based council that aspires to grow the community's resources and leave a positive legacy for the future of Santaquin.

How We Work Together

- We seek consensus where possible, and allow for compromise when consensus is not within reach
- We allow for respectful disagreement with one another; we choose not to take offense when our opinions differ
- We hear each other out and don't interrupt
- We share all relevant information with each other; we don't withhold to advance personal agendas
- We do not filibuster; we state our arguments succinctly and avoid dominating
- We come prepared for council meetings; we carefully read all materials that have been delivered to us by Monday morning
- We shun favoritism; we do not use our position to give special favors
- We support the mayor's role in managing the flow of discussion

AGENDA – September 18, 2012

WELCOME TO THE HIGHLAND CITY COUNCIL MEETING

The Highland City Council welcomes all to address concerns and issues. Please make all comments in a professional and courteous manner. Please ensure information presented is updated and correct; The City Council may present the correct fact-based information at a later session for the record. Thank you for your cooperation in making this a positive opportunity to express concerns and opinions to citizens and the City Council.

A Note to Those Who Wish to Address the City Council:

Speakers are asked to come forward when invited by the Mayor and ***use the microphone*** that is provided so comments may be recorded. Speakers should ***introduce themselves (name, address if desired)***. ***Speakers are limited to three minutes for their remarks.*** If a number of individuals are speaking on the same topic, the group should select a single spokesperson to address the issue.

Please Remember: The Highland City Council is a legislative body and, as such, functions under many of the same operational rules as other similar bodies. Public input during its formal meetings is to assist the Council in ascertaining public attitudes and interest. It is not a forum for open discussion or debate between the Council and citizens. However, when the Council deems it necessary, for issues of special and general interest, it may open the meeting to an open discussion.

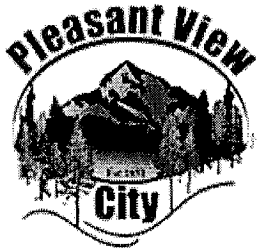
Any disruptive outbursts, applauding or rude comments are inappropriate.

A Note about Public Hearings

It is important to note that the opinions shared at public hearings are not necessarily representative of the entire population. Typically, most speakers at public hearings are in opposition to an item as they feel the need to voice their concerns. In contrast, those who support the matter often don't feel the need to announce their support and thus stay home. Therefore, the City Council does not, nor would it be appropriate, count the negative and positive comments and base its decision on that count. The City Council does listen to citizens' comments and base their votes on the information gained at the hearing, along with the knowledge they have gained throughout the entire process.

**FEEL FREE TO CONTACT THE MAYOR OR ANY OF THE
COUNCIL MEMBERS INDIVIDUALLY**

Email addresses are available on www.highlandcity.org



Planning Commission Policies and Procedures

Adopted: January 9, 2014

I. Powers and Duties of the Planning Commission

- A. The Commission shall act on any or all of the following matters subject to the requirements of State Law and City Ordinances relating to the specific item:
1. General and Master Plans and any amendments thereto;
 2. Zoning Ordinances and any amendments thereto;
 3. Changes to the Zoning Map;
 4. Interpretations of the zoning ordinance as provided for therein;
 5. Subdivision and Development Ordinances and any amendments thereto;
 6. Site Plans where required by the Zoning Ordinance;
 7. Conditional Uses;
 8. Preliminary or final plat and plans for a subdivision or any phase thereof and if required, development agreements to accompany such applications;
 9. Advise the City Council on matters requested by them;
 10. The exercise of any other powers necessary to perform the functions of the Planning Commission or as delegated to it by the City Council.

II. Membership

- A. Membership shall consist of seven members and two alternates who are appointed by the Mayor with the consent of the City Council. Commissioners must be residents and a qualified elector of the City.
- B. Removal of a member – members may be removed for:
 - 1. A violation of ethical conduct;
 - 2. Failure to heed the warnings of the Chair concerning behavior. Such behaviors include but are not limited to, disruptive behavior, votes contrary to law, votes contrary to the evidence submitted;
 - 3. Poor attendance, which is attending less than 60% of the meetings in a 12 month period;
 - 4. Consistent pattern of being unprepared for meetings.
- C. Alternates may fully participate in discussions, hearings and meetings but shall not vote on any matter except as needed to fill the vacancy of a temporarily absent member.

III. Terms

- A. Each member is appointed for a period of four years. Initial appointments are intended to be made in a staggered manner to foster continuity in membership knowledge and understanding of the rules and regulations of the city and the roles of the commission.
- B. Chair and vice-chair elections shall occur by the sitting Commissioners, on the first meeting in each calendar year or as needed to replace such officers when such position may be vacated unexpectedly mid-year.

IV. Meetings

- A. Regularly scheduled meetings will generally be held on the first Thursday of each month (except January and July to accommodate the holidays it would be the second Thursday of the month) at 6:00 PM, unless changed by majority vote of the Commission. The coming year schedule of meetings shall be determined prior to the end of the previous year.
- B. Special meetings may be requested by the chair, any member, or city staff. Such special meeting shall be properly noticed after securing commitment for a quorum.
- C. Meetings shall be held at City Hall. All meetings are subject to the State of Utah Open Meeting requirements.
- D. Attendance at all meetings is expected. Occasional absences may occur due to unforeseen circumstances or scheduled special events. Members are expected to inform staff of their inability to attend in as timely a manner as possible. Every effort is expected of members to be in attendance.
- E. A packet of information shall be available to the members sufficiently in advance of the scheduled meeting to allow for review (in general, this will be no later than three days, or 72 hours, prior to the scheduled the meeting).

V. Meeting Notice

- A. Notices for agenda items shall be provided as per State Law and City Ordinances. The Planning Commission shall follow the open meetings law and give proper notice of meeting times and places. Minutes shall be taken for every meeting.

- B. Meetings are held with the intent of providing due process for the applicant, and affected residents. In all cases, fairness to the applicant and residents shall be foremost in the efforts of the Commission to manage the meeting. Conduct in the meeting shall be respectful and avoid any appearance of impropriety.

VI. Form and Character of Motions

- A. *Making of Motions.* Upon review of the full public record pertaining to an application or request and following due deliberation among the members of the Planning Commission, any member of the Commission, except the Chairperson, may make a motion. The motion shall include not only the direction of the motion, but also specific findings, conditions as applicable, denial, and also the recitation of specific findings supporting such motion.
- B. *Second to the Motion Required.* A second to the motion shall be required for each motion citing compatible findings. A motion shall die in the absence of a second.
- C. *Withdrawing a Motion.* After a motion has been seconded, it shall be deemed in the possession of the Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission.
- D. *Motion to Table (or Continuance).* A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter, and whenever possible, a specific date to re-hear the matter should be scheduled.
- E. *Amending Motions.* When a motion is pending before the Commission, any member may suggest an amendment, at any time prior to the final vote, in order to amend the stated motion. The author and the second may choose whether or not to accept the amendment.
- F. *Substitute Motions.* A substitute motion, which when seconded serves to replace the original motion, may be made prior to a vote on the original motion.

- G. *To Rescind a Motion.* A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.
- H. *To Reconsider a Motion.* To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.
- I. *Motion to Close Hearings.* When the Planning Commission is acting in a quasi-judicial capacity as an appeal authority pursuant to the City Code or state statute, the deliberation portion of a hearing may be closed if authorized by law. In order to close a portion of a hearing for deliberation by the body, a motion shall be made to do so prior to discussion and voting on the matter. Open meetings may only be closed pursuant to Utah law and legal counsel should be consulted prior to doing so.
- J. *Motion to Recess.* A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.
- K. *Motion to Adjourn.* A motion to adjourn the meeting shall be made at the end of each Planning Commission meeting, and requires a majority vote.

VII. Quorum and Voting Requirements

- A. For any meeting of the Planning Commission a quorum is required. A quorum shall be four members. The Chair is a voting member of the Commission.
- B. Generally, the Commission may approve, deny or approve with conditions, or recommend approval or denial, of the agenda items placed before them.
- C. Tie votes shall continue the application, unless another vote is taken and a majority found. A majority shall be at least four votes.
- D. A second continuance due to an inability of the Commission to reach a majority vote shall constitute a denial. Such denials may move on to the City Council or Board of Adjustment as an action of the Commission.

VIII. Meeting Format

- A. The chair shall open the meeting and describe any procedural measures that are necessary to facilitate the meeting.
- B. Following adopted City policy, an opening prayer, reading or expression of thought may be offered. The Pledge of Allegiance shall follow.
- C. The minutes of the previous meeting shall be reviewed and approved or approved with changes as deemed necessary by the members. If draft minutes remain unapproved for three consecutive meetings following the meeting for which the minutes have been drafted, such draft minutes shall be deemed approved as drafted.
- D. The chair will announce each item on the agenda. Generally, the order of business, subject to consideration by staff for the type and length of the other agenda items, the travel needs and time restraints of the applicants, and the anticipated public involvement shall be:

1. Public hearings and action items
 2. Scheduled action items
 3. Discussion items
 4. Other business and communications
- E. The Chair, with the consent of the Commission, may change the order of business to help facilitate the meeting.
- F. Public hearings shall be noted as such on the agenda.
- G. Staff will present the general concept of the application or agenda items and provide a list of issues or concerns for discussion.
- H. The applicant shall address the application and respond to issues raised.
- I. If a public hearing is to be held, the Chair shall open the hearing which shall have the following general format:
1. Staff will present the general concept of the application and provide a list of issues or concerns for discussion.
 2. Applicant will present his proposal and respond to issues, questions or concerns raised by staff or the Commission.
 3. The public will be allowed to provide comment or ask questions of the Commission who may request staff or the applicant to assist in responding.
 4. When all public comment has been received, the chair shall call for motion to close the public hearing.
 5. The Commission shall allow the applicant to respond to any issues and/or summarize the request.
 6. The Commission shall discuss the proposal and may ask any questions deemed appropriate of staff, the applicant or the public to clarify the proposal.

- J. For action items and public hearings, and when deemed ready, the Chair shall call for a motion. All motions require a second before any further discussion and to reach a vote. The Planning Commission shall make decisions on the evidence presented, consistency with City and State ordinances and laws, and not on public clamor. Motions shall be made, and votes taken, prior to advancing to the next item.
- K. The chair shall determine when the meeting has been concluded and shall call for a motion to adjourn. Upon receiving a majority vote, the chair shall declare the meeting adjourned.

IX. Ethical Conduct, Conflicts of Interest, and Treatment of Information

- A. Ethical conduct is of the utmost importance to retain a position on the Planning Commission. A member shall not:
 - 1. Disclose confidential information or use information obtained in the member's official capacity to profit financially, to secure special privileges for the member or associates;
 - 2. Use or attempt to use the position to obtain special privileges for the member or others;
 - 3. Knowingly accept, take, seek or solicit any gift or loan, beyond limits as prescribed by State Law, that could influence or that others expect would influence the commissioner in the pursuit of his duties;
 - 4. Participate in any Commission forum or action that would result in personal benefit or benefit to a friend or relative. Such conflicts shall be declared publicly.
 - 5. Private meetings between a Planning Commissioner and applicants, their agents, or other interested parties are discouraged. Communication received by a Planning Commissioner outside of the public meeting shall be disclosed and made part of the record. Such disclosure shall be made at the beginning of the agenda item.

B. Conflicts of Interest. A Planning Commissioner to whom some private benefit may come as the result of a Planning Commission action shall not participate in that action.

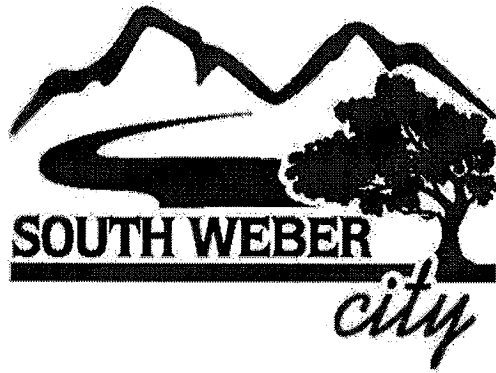
1. The private benefit may be direct or indirect, create a material or personal gain, or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a conflict of interest as to Planning Commission action concerning such group unless a reasonable person would conclude that such membership by itself would prevent an objective consideration of the matter.
2. A Planning Commissioner experiencing a conflict of interest shall declare that interest publicly on the record in the meeting where the item or issue creating the conflict will be under consideration. If a conflict of interest is of such a degree that a Commissioner will be unable to fairly consider the issue based wholly on the merits and offer an unbiased position on the matter, then that Commissioner must abstain from voting on the action and shall be excused from the dais during discussion and consideration of that issue. That Commissioner shall not discuss the matter privately with any other Commissioner. An alternate member of the Commission may take the place of a regular Commissioner when the Commissioner has been recused for that issue.
3. No planning official shall engage in any transaction in which the official has a financial interest, direct or indirect, with the agency or jurisdiction that the official serves unless the transaction is disclosed publicly and determined to be lawful.

C. Treatment of Information. Reports and official records relating to applications and meetings of the Commission will be available to the public.

1. Personal information of applicants and other information deemed restricted by the city shall not be available to the public by members of the Commission.

X. Adoption and Amendment of Guidelines

- A. The Planning Commission guidelines shall be adopted or amended upon a vote of a majority. Such shall take effect immediately after successful vote to adopt or amend.



CITY COUNCIL RULES OF ORDER & PROCEDURE

RESOLUTION 12-11
May 8, 2012

CITY COUNCIL
RULES OF ORDER & PROCEDURES

TABLE OF CONTENTS

RULE I:	MEETING SCHEDULE MEETING AGENDA ORDER OF BUSINESS	Page 1
RULE II:	GENERAL AGENDA ITEMS AGENDA ITEM REQUESTS TIMELINES FOR AGENDA ITEM SUBMITTAL SUPPLEMENTARY DOCUMENTATION	Page 2
RULE III:	COURSE OF A MEETING MOTIONS AND ACTIONS	Page 3
RULE IV:	MOTIONS AND VOTING	Page 4
RULE V:	ORDINANCES AND RESOLUTIONS	Page 4
RULE VI:	MINUTES	Page 5
RULE VII:	CONDUCT	Page 5
RULE VIII:	CONFLICT OF INTEREST	Page 6
RULE IV:	TRAINING	Page 6
RULE X:	AMENDMENT OR ADDITION TO RULES	Page 6

SOUTH WEBER CITY

CITY COUNCIL RULES OF ORDER AND PROCEDURE

PURSUANT to Utah Code Ann. § 10-3-606, the City Council, the legislative body of South Weber City, adopts the following rules of order and procedure. These Rules have been established as a guideline to be used in conjunction with the provisions of the laws of the State of Utah, South Weber City, Davis County and South Weber City's Policies and Procedures. These Rules are not all inclusive, and do not supersede any State of Utah, Davis County or South Weber City Code. If a conflict exists, provisions of the Code shall prevail. For any question on parliamentary procedure the City also subscribes to the simplified version of Robert's Rules of Order.

RULE I: MEETING SCHEDULE; MEETING AGENDA; ORDER OF BUSINESS

1. The City Council shall set the meeting schedule for the year in January of each year; the Council shall meet at least once a month per UCA 10-3-502.
2. No meeting shall be held without a quorum (three councilmembers) present, excluding the Mayor.
3. All provisions of Utah Code Ann. Title 52, Chapter 4 Open and Public Meetings act shall be adhered to.
4. All public meetings before the public body will have an agenda including the date, time and place of each meeting.
5. Notice of each meeting shall be provided by posting of the agenda pursuant to UCA 52-4.
6. The Order of Business for a regular meeting is as follows:
 - a. Opening Ceremony:
 - i. Pledge of Allegiance
 - ii. Prayer/Moment of Reflection
 - b. Approval of Agenda
 - c. Declaration of Conflict of Interest
 - d. Consent Agenda
 - e. Active Agenda
 - f. Non-scheduled Delegation; Public Comment Period
 - g. Mayor and Council Reports and Assignment Updates
 - h. Staff Updates
 - i. Adjournment
7. The Mayor, by polling the City Council members, may, by affirmative consensus, proceed out of order to any order of business or return to an order already past.

RULE II: GENERAL AGENDA ITEMS; AGENDA ITEM REQUESTS; TIMELINES FOR AGENDA ITEM SUBMITTAL; SUPPLEMENTARY DOCUMENTATION

1. General Agenda Items: Items that shall be placed on agendas for City Council consideration include, but are not limited to:
 - a. Ordinances: Ordinances are for the purpose of amending the City Code, including the General Plan and amendments to the Zoning Map(s). Ordinances as to form and effective date shall conform to Utah Code as reflected in Title 10, Chapter 3.
 - b. Resolutions: Resolutions are for the purpose of expressing a formal opinion or the will of the City Council. Resolutions as to form and effective date shall conform to Utah Code as reflected in Title 10, Chapter 3.
 - c. Funding: Council authorization is required for project funding and purchases over and above the amount authorized for expenditure by the City Manager as indicated by the City Procurement Policy.
 - d. Reports to Council: Includes reports from City Departments, Davis County Sheriff Department, and other entities as requested by the Council.
2. Agenda Request:
 - a. Members of the public desiring audience at a City Council meeting may make a written request with the City Recorder to be placed on the agenda of the City Council. The individual must identify in writing the issue of City business which they wish to discuss with the City Council.
 - b. The establishment of the meeting agenda and placement of an item on the agenda is within the discretion of the Mayor provided that an item may be placed upon the subsequent agenda of the Council by majority vote of the City Council.
 - c. Any request not applicable to Rule II-3 that is made by a citizen or outside entity to place an item on a regular or work meeting agenda, as well as any supplemental supporting documentation, must be received by the City Recorder by close of business the Wednesday prior to the meeting in order to be placed on the agenda of the desired date.
 - d. The City Recorder reserves the right to postpone a requested date.
 - e. In the event such a request is made that can be resolved through administrative channels, such resolution will be attempted prior to requesting that matter be brought before the City Council for consideration.
3. Items from Planning Commission Review: Any issue or agenda item reviewed by the Planning Commission requiring City Council action will not be placed on the City Council agenda until at least the second City Council meeting following the date of the Planning Commission meeting (SWC Res. 01-032).
4. Request for Electronic Meeting (Reference SWC Res. 2006-50): The City agrees to allow electronic meetings (as defined in UCA 52-4-103) only when a quorum is present at the location of the regularly scheduled meeting and the quorum present votes to approve establishment of an electronic meeting in order to include other members of the City Council through an electronic connection. In order to make the necessary accommodations for an electronic meeting, a member of the City Council desiring to participate in an electronic meeting shall provide notice of his/her desire to join via electronic connection to the Mayor

and City Recorder no later than three days prior to the scheduled meeting. The City Recorder will provide notice of the electronic meeting to the members of the City Council at least twenty-four (24) hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present, and provide a description of how the member(s) will be connected to the electronic meeting. The electronic meeting shall be conducted in full compliance and in accordance with all applicable state and local laws pertaining to such meetings.

5. Supplementary Documentation: If necessary, documentation and/or a staff report will be provided by the Staff to the Mayor and City Council on each agenda item. Such documentation shall be provided with adequate time for review, no later than 24 hours prior to the meeting.

RULE III: COURSE OF A MEETING; MOTIONS AND ACTIONS

1. The Mayor shall be the chairperson of the City Council and preside over all meetings of the public body. Mayor Pro Tem shall preside in the Mayor's absence. The Mayor shall open discussion and introduce an item on the agenda in the order listed, unless the Mayor believes there is good reason to do otherwise.
2. The meeting shall follow the Order of Business as established by Rule I.
3. Consent Agenda: The Consent Agenda is approved by a single motion. It shall consist of items considered to be routine and there will be no separate discussion these prior to the vote, except in the work meeting or unless removed from the Consent Agenda to be considered separately. The Mayor or any Council member may request an item be considered as a separate item to allow for brief discussion. Discussion and vote on the item may then be held at any time during the meeting at the Mayor's discretion.
4. Declaration of Conflict of Interest: The City Council members are asked to declare any conflict of interest. Utah Code requires municipal officers to disclose actual or potential conflicts of interest between their public duties and their personal interests.
5. Active Agenda: Includes public hearings. Matters appearing on the Agenda are discussed by the Mayor and Council prior to any motion being made.
6. Public Hearing (reference SWC Res. 96-009):
 - a. Each Public Hearing will be declared "Open" by motion.
 - b. Each participant shall state his/her name and address.
 - c. Each participant will be given three (3) minutes to present their comments. The Mayor may allow extension of this period at his/her discretion.
 - d. An individual will have one opportunity to speak, until all desiring to speak have been heard.
 - e. Those speaking for or against the matter will alternate.
 - f. All comments must pertain to the subject of the public hearing.
 - g. A summary of each participant's comments will be reflected in the meeting minutes.
 - h. In the case of an individual continually disrupting the hearing, any member of the Council may request that individual be removed from the meeting. At this time an immediate vote will be taken of the board. With a two thirds vote affirmative that

- individual will be requested to leave. In case an individual refuses to leave, law enforcement assistance will be requested.
- i. The Public Hearing will be declared “Closed” by motion, prior to any vote being taken. The Council may conduct discussion after the public hearing is declared closed, prior to the vote being taken.
 7. Non-scheduled Delegation; Public Comment Period: Those individuals who wish to address the Council with items not scheduled on the agenda will be given three (3) minutes to present their comments. All provisions of Rule III-6 shall apply. No official decisions can be made by the City Council at this time.
 8. Mayor and Council Reports and Assignment Updates: The Mayor and Councilmembers will each have an opportunity to speak on their appointment assignments and items of concern.
 9. Staff Updates: The City Manager and other staff will have an opportunity to provide updates and information to the Council.
 10. Adjournment: Meeting shall adjourn with or without a motion or vote upon conclusion of business.

RULE IV: MOTIONS AND VOTING

1. Motions: “Motions are the means of bringing business before the assembly, disposing of it quickly, and resolving matters of procedure and urgency.” – *Robert’s Rules of Order*
 - a. A motion brings new business before the Council and is made while no business is pending.
 - b. A motion needs a second, is debatable, amendable, and takes a majority vote to adopt.
 - c. Any Councilmember may make a motion at any time during discussion.
 - d. A motion to table an item should include specification of a date for future reconsideration. A motion to table an item without specifying a date or circumstance for reconsideration will result in the issue not being placed on an agenda for reconsideration until such time as a new request to address said item is made.
2. Voting:
 - a. A roll call vote shall be taken and recorded for all ordinances, resolutions and any action which would create a liability against the city. The roll call vote may be taken by the City Recorder, Deputy Recorder, Mayor, or designee.
 - b. The minimum number of votes required to pass any ordinance or resolution, or to take any action by the city council, unless otherwise prescribed by law, shall be a majority of the members of the quorum, but shall never be less than three (3).

RULE V: ORDINANCES AND RESOLUTIONS

1. Municipal power is exercised through passage of ordinances and resolutions.
2. The City Council may pass or deny any ordinance or resolution.
3. Every resolution or ordinance shall be in writing before the vote is taken (SWC Code 1-5-5E). The City Council may make amendments to the resolution or ordinance during the meeting before or during the vote.

4. A resolution is used to exercise only administrative powers.
5. An ordinance provides for legislative decisions.
6. Each ordinance and resolution shall be signed by the Mayor (or pro tem) along with the City Recorder or Deputy Recorder's signature to attest that of the Mayor. Each document shall also be affixed with the City Seal.

RULE VI: MINUTES (SWC Res. 10-10)

1. Written minutes are the official record of action taken at the meeting
2. The written minutes shall be approved by general consent vote by the public body at the public body's next regular meeting.
3. In the event the public body does not hold a regular meeting within 30 days, the minutes may be approved by a general consent vote taken by electronic communication by the City Recorder or Deputy Recorder; approval may not be granted in this matter and must be deferred to the next regular meeting if a recommendation is made for substantive changes to the minutes.
4. Work meeting minutes and closed executive session minutes do not require Council approval.

RULE VII: CONDUCT

1. All municipal officers must abide by the Municipal Officers and Employees Ethics Act (UCA 10-3-1301).
2. Council members are expected to adhere to the standards of conduct set forth in the City's adopted Policies and Procedures.
3. All individuals participating in the public meeting shall demonstrate courtesy and refrain from conduct that disrupts the meeting.
4. Council members shall avoid situations which could cause a reasonable person to perceive bias or an inappropriate conflict of interest.
5. Participants shall respect the principles of representative democracy, including the recognition that local government is to serve the best interests of the public as a whole, while respecting individual and constitutional freedoms.
6. Remarks should be applicable to the question under discussion or debate. The Mayor may interrupt the discussion and direct it to return to the original topic.
7. Anyone speaking shall avoid references to personalities, and avoid questioning motives or interjecting hostile or antagonistic behavior.
8. The Mayor may courteously discourage individuals who interrupt or speak out of turn.
9. Individuals who are not compliant with the rules of conduct may be ruled by the Mayor as out of order, and may be ejected from the meeting if the person willfully disrupts the meeting to the extent that orderly conduct or civility is compromised.

RULE VIII: CONFLICT OF INTEREST

1. A general disclosure statement should be filed with the City Recorder upon election.
2. Each Council member is required to make a disclosure in writing and file it with the mayor.
3. An oral disclosure must be made in an open meeting to the members of the body immediately before the discussion about the topic involved in the conflict of interest.

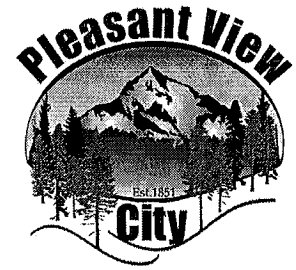
RULE IV: TRAINING (Reference City Policies and Procedures)

1. Training/orientation will be provided to each new Mayor or Council member by the City Manager and City Recorder. The Mayor or a Council member may also be involved in this training.
2. The City Council will receive training on the Open and Public Meetings Act annually. This training shall be provided by the City Attorney or City Recorder.
3. The Mayor and Council members may attend seminars, meetings, conferences, workshops , and other educational courses when it is anticipated that the training and information received by the officer at such events will benefit the City.
4. Travel expenses, per diem and mileage shall be paid in accordance with the established South Weber City Policies and Procedures.
5. The City shall allocate in its annual budget funds deemed appropriate for training and travel expenditures.
6. Auxiliary Programs. Registration cost for auxiliary programs for the officer's spouse/partner will be allowable if it has been included in the City Budget.

RULE X: AMENDMENT OR ADDITION TO RULES

1. Any Council member may propose amendments, revisions, or additions to these Rules of Order and Procedure.
2. Each proposed amendment, revision or addition shall be in written form, and copies shall be provided to each Council member.
3. Consideration of any amendments, revisions, or additions to these Rules shall be noticed on a Council agenda for consideration and vote by Resolution.

Memo



To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator *MG*
Meeting Date: September 13, 2016
Re: Approval of Memorandum of Understanding by and between the Weber Basin Water Conservancy District and Pleasant View City for the Purposes of Establishing easements, Storm Drain and other Particulars

I. RECOMMENDED ACTION

Recommend the Council approve the Memorandum of Understanding by and between the Weber Basin Water Conservancy District and Pleasant View City for the purposes of establishing easements, storm drain and other particulars.

II. DESCRIPTION / BACKGROUND

Engineering staff for Weber Basin Water Conservancy District (WBWCD) and the City have worked to draft a Memorandum of Understanding (MOU) to outline access to the North Weber Well property and the City's upcoming pump house for the water connection to WBWCD's well.

This MOU is only between the City and WBWCD and specifically addresses access and easements, maintenance responsibilities and the ownership of meters.

The 3-party MOU which the City Council approved this past June between WBWCD and Bona Vista served a different purpose, and focused on the use of the water.

The MOU has had legal review, and Mike Houtz, City Attorney has signed off on the draft as written. Staff recommends the Council approve the MOU as presented.

III. IMPACT

A. **Fiscal** – The City has

IV. ALTERNATIVES -

A. None.

V. SCHEDULE / TIME CONSTRAINTS

- A. The agreement need to be approved immediately, so we can proceed forward with property and easement purchases for the project.

VI. LIST OF ATTACHMENTS

- A. Draft MOU

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into by and between the Weber Basin Water Conservancy District, a water conservancy district organized pursuant to the laws of the State of Utah (“Weber Basin”), and Pleasant View City, a municipal corporation of the State of Utah (“Pleasant View”), (sometimes collectively referred to herein as the “Parties”).

RECITALS

A. Weber Basin has wholesale water supply contracts with most of the drinking water retail systems in Davis and Weber Counties, including a 275 acre-foot contract with Pleasant View.

B. Pleasant View’s Water Purchase contract with Weber Basin was executed in December of 2015, and now it becomes necessary to determine the details of how Pleasant View will gain access to Weber Basin’s water supply (“Connection”).

C. Weber Basin currently owns and operates a well (sometimes referred to as North Weber Well) (“Well”) located at approximately 825 W 2550 N, Harrisville, Utah (Weber County Parcel # 17-066-0088). Weber Basin currently holds a 25-ft wide access easement from 2550 North to said parcel.

D. Pleasant View intends to acquire property and construct a pump station (“Pump Station”) north of and directly adjacent to the Well parcel.

E. Pleasant View intends to connect to the discharge line of the Well located in aforementioned access easement.

F. The Parties agree that it is in the best interest of the public that are served by the Parties to cooperate together in this process.

NOW, THEREFORE, based on the material promises contained herein the Parties agree as follows:

1. Easements. Easements shall be as follows (see Exhibit A for sketch of proposed easements):

A. Existing Weber Basin Access Easement. Weber Basin shall abandon existing access easement upon execution of replacement easements (described below).

B. Weber Basin Access and Utility Easement. Weber Basin will obtain an access and utility easement. Said easement will be 25-ft in width, follow the existing Weber Basin Access Easement alignment, but terminate 50-ft north of Well parcel (to be north property line of Pump Station)(“WB Access and Utility Easement”).

C. Pleasant View City Access Easement. Pleasant View City will obtain a new access. Said easement will be 25-ft in width, follow the existing Weber Basin Access Easement alignment, but terminate 50-ft north of Well parcel (to be north property line of Pump Station) (“PVC Access Easement”).

D. Pleasant View Access and Utility Easement. Pleasant View will obtain an access and utility easement to be located east of and adjacent to WB Access and Utility Easement (“PVC Access and Utility Easement”).

E. Joint Access and Utility Easement. Parties will obtain a joint access and utility easement. Said easement will be located between the terminus of WB Access and Utility Easement and PVC Access and Utility Easement, south 50-ft to north property line of Well parcel, and from the west line of the Existing Weber Basin Access Easement east to the east property line of the Skeen property (Weber County Parcel # 17-066-0096).

F. Preparation of Easements. Pleasant View will prepare and provide all easement legal descriptions described in paragraphs B through E above. Each Party is responsible for preparation, execution, and recordation of their easement documents.

2. Driveway. Parties shall share in the use, operation, and maintenance of driveway and appurtenances (such as gravel surface and culvert parallel to 2550 North).

3. Storm Drain. The Parties shall share in the use, operation, and maintenance of an existing storm drain line located within Existing Weber Basin Access Easement.

4. Meters and Piping. After purchase and installation of meters by Pleasant View, Weber Basin shall own, operate, and maintain all meters that monitor flow to and from the Pump Station. Pleasant View shall own, operate, and maintain all other piping and appurtenances from the point of connection that are necessary to deliver flow to and from the Pump Station.

5. Necessary Acts and Cooperation. The Parties agree to proceed in good faith to implement the terms and provisions of this MOU.

6. Authorization. Each Party signing this Agreement represents that the person signing has authority to sign for that Party.

7. Execution of MOU. This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same MOU.

8. Effective Date of MOU. This MOU shall be effective upon execution by the Parties.

IN WITNESS WHEREOF, each party to this MOU has caused it to be executed on the date indicated below.

WEBER BASIN WATER CONSERVANCY PLEASANT VIEW CITY
DISTRICT

By:_____

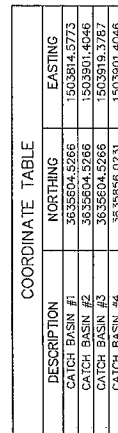
By:_____

Its:_____

Its:_____

Date:_____

Date:_____



COORDINATE TABLE

DESCRIPTION	NORTHING	EASTING
CATCH BASIN #1	3635604.5266	1503914.5773
CATCH BASIN #2	3635604.5266	1503901.4046
CATCH BASIN #3	3635604.5266	1503919.3767
CATCH BASIN #4	3635606.0231	1503901.4046

WATER LINE AND TOPO UTILITY PLAN

DATE	06/29/08	QF 35	BURDET, KIMBERLY-DI, 003-4-XIP, 023-BLDC	MILWAUKEE
DEPARTMENT	DPB	CASE NO.	JFS	NAME
REPORTING OFFICER		DATE	MAS	SCALE
REMARKS		INC. NO.	0611-023	1" = 50'
			SHEET NO.	3 OF 20

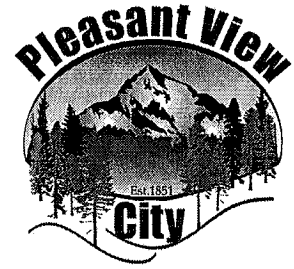
CHRIS T. WAYMENT & WIFE CINDA

CHRIS T. WAYMONT & WIFE CINDA

CONTRACTOR (POWER)

AS-CONSTRUCTED DRAWINGS

Memo



To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator *MG*
Meeting Date: September 13, 2016
Re: Approval of On-Call Transportation Services Contract with Meridian Engineering in an Amount Not to Exceed \$9,500

I. RECOMMENDED ACTION

Recommend the Council approve the on-call transpiration services contract with Meridian Engineering in an amount not to exceed \$9,500.

II. DESCRIPTION / BACKGROUND

This item is before the Council as more of an informational item versus an item that requires City Council approval. Because the total amount for the contract is under the \$10,000 threshold, this technically does not require Council approval. However, it is important for the Council and the public to know our efforts to improve safety and professionalism within the City.

At no time in the past have any of our five school zone crossing plans been designed by a professional engineer. Many of the crossings are out of compliance and standards of the Manual for Uniform Traffic Safety Control Devices (MUTCD). In several instances signs are not spaced correctly and crosswalks are not painted correctly. In some areas incorrect signs are posted. To limit the cities liability and create school zones that are up to acceptable standard and safety requirements, we need to have a transportation engineer complete new plans.

Further, the intersection of 600 West and Elberta Drive needs to be re-striped after the recent road maintenance project. Staff would like to see the intersection striping re-designed to better accommodate the heavy truck traffic which is coming north and turning right onto Elberta Drive. A redesign of the striping at this intersection will again limit the city's liability and create a safer driving environment for both private vehicles and commercial trucks. Per MUTCD, these types of a design should be done by an engineer.

Excerpt from MUTCD:

The decision to use a particular device at a particular location should be made on the basis of either an engineering study or the application of engineering judgment. Thus, while this Manual provides Standards, Guidance, and Options for design and applications of traffic control devices, this Manual should not be considered a substitute for engineering judgment. Engineering judgment should be

exercised in the selection and application of traffic control devices, as well as in the location and design of roads and streets that the devices complement. Early in the processes of location and design of roads and streets, engineers should coordinate such location and design with the design and placement of the traffic control devices to be used with such roads and streets.

Jurisdictions, or owners of private roads open to public travel, with responsibility for traffic control that do not have engineers on their staffs who are trained and/or experienced in traffic control devices should seek engineering assistance from others, such as the State transportation agency, their county, a nearby large city or a traffic engineering consultant.

From time to time, the City is in need of engineering services which exceed the resources of our current contracted engineering firm. As an example, Jones & Associates does not have a traffic engineer or a transportation engineer on staff.

This limited services contract with Meridian Engineering will assist in bridging that gap in engineering services. The contract will not exceed \$9,500 and will be an on-call contract for the few occasions where transportation engineering expertise is required. Some examples include:

- Complex striping needs
- Complex signage needs
- Review of basic striping plans
- Review of traffic counts and data or traffic studies

Meridian Engineering is the firm working on the 2550 North Safe Routes to Schools Project. Ryan Nuesmeyer, the engineer assigned to the 2550 North project, will also be the contact for this contract.

Staff recommends the Council approve the contract with Meridian Engineering for transportation engineering services in an amount not to exceed \$9,500.

III. IMPACT

- A. Fiscal** – Total expenditures will total less than \$9,500, and will come out of the current budget for engineering expenses.

The expenditures detailed above will be one-time needs. Once the striping plan is completed, we can use the same striping plan for years to come.

IV. ALTERNATIVES

- A.** None.

V. SCHEDULE / TIME CONSTRAINTS

- A.** Because this expenditure would be well under the \$10,000 amount required for City Council approval, work for a striping plan for the intersection of 600 West and Elberta

Drive is currently underway, as is a school zone signage and striping plan for the 2550 North/Maestic area and the established crossings for Lomond View Elementary School.

- B. Further, with the recent completion of the chip seal project and striping in waiting, it was imperative that a striping plan was completed as quickly as possible.

VI. LIST OF ATTACHMENTS

- A. August 17, 2016 Proposal for Transportation Services



August 17, 2016

Melinda Brimhall Greenwood
City Administrator
Pleasant View City
520 West Elberta Drive
Pleasant View, UT 84414
Via Email: MGreenwood@pleasantviewcity.com

Subject: Proposal for Transportation Engineering Services

Dear Melinda,

Meridian Engineering, Inc. (Meridian) proposes to contract with Pleasant View City (the City) to perform general transportation engineering support for miscellaneous City projects. Due to the broad spectrum of services that can be provided, this proposal cannot detail out the exact tasks that will be completed, but it's anticipated that tasks will likely include:

- Preparation of technical memos
- Reviewing of traffic impact studies
- Augment city staff for miscellaneous traffic engineering related tasks
- Along with other similar tasks

The anticipated procedure for work assignment will include:

- City contacts Meridian with information on a specific task
- Meridian will provide an estimate of the hours of effort
- Once approved by the City, Meridian will begin work

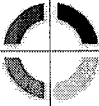
This contract will not exceed **\$9,500** and will be billed as an ongoing on-call contract. An invoice will be submitted monthly for any work performed on behalf of the city during the previous month. Hourly fees for each employee role are detailed on the attached "Staff Rates".

Meridian is eager to help Pleasant View with this project. Please feel free to call me if you have any questions regarding this proposal or if Meridian may assist you with any future projects.

Respectfully,

Ryan Nuesmeyer, PE
Transportation Manager

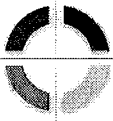
Steve Johnson, PE
Principal



Staff Rates

Tasks will be completed on an hourly basis using the hourly rates below. Each respective Meridian employee that will work on any given task is classified in one of the following categories dependent upon qualifications and experience.

Principal	\$150
Project Manager	\$125
Project Engineer	\$90
Design Engineer	\$75
CADD Technician	\$65
Project Surveyor	\$85
2-man Survey Crew	\$140
G.P.S. Survey Crew	\$140
Survey Technician	\$45
Technical Writer/Editor	\$65
Clerical/Administrative	\$45



MERIDIAN
ENGINEERING, INC.

Professional Services Agreement

Parties:

This Agreement, entered into this _____ day of _____, 20____, by and between:

Pleasant View City
520 West Elberta Drive
Pleasant View, UT 84414
Phone 801.827.0466 Fax 801.782.0539

hereinafter called "CLIENT"

Meridian Engineering, Inc.
9217 South Redwood Road, Suite A
West Jordan, Utah 84088
Phone 801.569.1315 Fax 801.569.1319

hereinafter called "MERIDIAN"

Project Title and Location:

Project Name:	Transportation Engineering Services
Project Address:	Pleasant View City
Work Discipline:	Engineering
CLIENT Reference/Project No.	TBD
MERIDIAN Project No.	16095

Scope of Services:

MERIDIAN agrees to provide services in exchange for compensation as follows:

See attached scope of services.

Fee Schedule:

CLIENT agrees to compensate MERIDIAN for such services as follows in accordance with Section 3 of this Agreement:

See attached fee schedule / Staff Rates.

The CLIENT acknowledges and agrees to the Scope of Services, Fee Schedule and the Terms and Conditions outlined on the attached sheets which are incorporated herein and made a part of this Agreement and apply to all services performed by MERIDIAN.

Insert Client's Name
(CLIENT)

Meridian Engineering, Inc.
(MERIDIAN)

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Terms and Conditions

SECTION 1: SCOPE OF SERVICES (WORK): MERIDIAN shall perform the services defined in the Scope of Services and shall invoice the CLIENT for those services in accordance with the fee schedule. Scope of Services changes may occur as the work progresses on the project due to unforeseen circumstances.

Upon CLIENT's authorization, MERIDIAN will provide additional services beyond the original Scope of Services as negotiated is a modification to this Agreement. All Terms and Conditions will remain in place unless otherwise modified in writing.

Fee schedules are valid for 30 days following the date of the contract or as scheduled in this Agreement. Initiation of services by MERIDIAN pursuant to this Agreement will incorporate these terms and conditions.

SECTION 2: ACCESS TO SITES, PERMITS AND APPROVALS: Unless otherwise agreed, the CLIENT will furnish MERIDIAN with clear right-of-access to the project site in order to conduct surveys, observations and investigations of the site.

Unless otherwise contained within the Scope of Services, the CLIENT will secure all necessary approvals, permits, licenses and consents necessary to the performances of the services outlined in this Agreement.

SECTION 3: INVOICES: MERIDIAN will submit invoices to the CLIENT monthly with a final invoice upon completion of services. Payment is due upon receipt of invoice. Unpaid amounts are subject to interest at 1.5% per month (18% annual), compounded monthly. CLIENT also agrees to pay all costs and expenses, including reasonable attorney fees incurred by MERIDIAN relating to collection procedures on unpaid charges. Failure of CLIENT to abide by the provisions of this section will be considered grounds for termination of this Agreement.

LIEN NOTICE: As additional consideration for the services rendered hereunder, CLIENT grants MERIDIAN a lien upon CLIENT's ownership interest in any property upon or concerning which MERIDIAN has rendered services and authorizes MERIDIAN to record a notice of lien against said property at any time after charges have been invoiced, but not paid.

SECTION 4: OWNERSHIP OF DOCUMENTS: All reports, designs, field data, field notes, drawings, specifications, calculations, estimates, and other documents prepared by MERIDIAN as instruments of service, shall remain the property of MERIDIAN unless otherwise stated within the Scope of Services.

Services provided under this Agreement, including all reports, drawings, surveys, construction documents or recommendations prepared or issued by MERIDIAN, are for the exclusive use of the CLIENT for the named project. No other use is authorized under this Agreement. CLIENT will not distribute, modify or convey MERIDIAN's reports, drawings, surveys, construction documents, or recommendations to any other person or organization other than those identified in the Scope of Services without MERIDIAN's written authorization. CLIENT releases MERIDIAN from liability and agrees to defend, indemnify and hold harmless MERIDIAN from any and all claims, liabilities, damages or expenses arising, in whole or in part, from such unauthorized distribution.

SECTION 5: CONFIDENTIALITY: MERIDIAN shall hold confidential all business or technical information obtained from the CLIENT or his affiliates or generated in the performance of services under this Agreement and identified in writing by the CLIENT as "confidential". MERIDIAN will not disclose such information without the CLIENT's consent except to the extent required by: 1) Performance of services under this Agreement; 2) Compliance with professional or ethical standards of conduct for preservation of public safety, health, and welfare; 3) Compliance with any court order or other governmental directive and/or; 4) Protection of MERIDIAN against claims or liabilities arising from performance of services under this Agreement. MERIDIAN's obligation hereunder shall not apply to information in the public domain or lawfully acquired on a non-confidential basis from others.

SECTION 6: STANDARD OF CARE: Services performed by MERIDIAN under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. No other warranty, expressed or implied, is made or intended by this Agreement or by the services provided. The CLIENT recognizes that the surveys, drawings, design data, interpretations and recommendations of MERIDIAN are based solely upon the data available to MERIDIAN. MERIDIAN will be responsible for information represented which is based upon field data and surveys collected and performed by MERIDIAN, but shall not be responsible for the interpretations by the CLIENT or others of the information developed.

SECTION 7: SAFETY: MERIDIAN has adopted safety policy procedures for its personnel when providing services. MERIDIAN personnel will adhere to these procedures as site conditions require. MERIDIAN is not responsible or liable for injuries or damage incurred by the CLIENT or third parties who are not employees of MERIDIAN.

It is understood that MERIDIAN is not responsible for job or site safety of the project. Job and site safety will be the sole responsibility of the Client or as the Client contracts to others.

SECTION 8: SUBPOENAS: The CLIENT is responsible, after notification, for payment of time charges and expenses resulting from the required response by MERIDIAN to subpoenas issued by any party other than MERIDIAN in connection with work performed under this contract. Charges are based on hourly fee staff rates in affect at the time the subpoena is served.

SECTION 9: LIMITATION OF LIABILITY: The CLIENT agrees to limit MERIDIAN's liability on the project arising from MERIDIAN's professional acts, errors, or omissions or breach of contract or other negligent acts of MERIDIAN, such that the total aggregate liability of MERIDIAN to all those named shall not exceed \$25,000 or MERIDIAN's total fee for the services rendered on this project, whichever is greater, and CLIENT hereby releases MERIDIAN from any liability above such amount.

SECTION 10: INSURANCE: MERIDIAN professional liability insurance. Certificates for all such policies of insurance will be provided to CLIENT upon request. Within the limits and conditions of such insurance, MERIDIAN agrees to indemnify and save CLIENT harmless from and against any loss, damage, injury or liability arising from errors or omissions, and any negligent acts of MERIDIAN, its employees, agents, subcontractors and their

employees and agents. MERIDIAN shall not defend the CLIENT or be responsible for any loss, damage or liability arising from any acts by the CLIENT, its employees, agents, subconsultants, subcontractors and their employees and agents, or other third parties.

SECTION 11: INDEMNITY: The CLIENT waives any claim against MERIDIAN and agrees to indemnify and save MERIDIAN, its agents, and employees harmless from any claim, liability or defense cost, including but not limited to attorney fees and other incidental costs, for injury or loss sustained by any party from such exposures allegedly arising out of or related to MERIDIAN's performance of work associated with this Agreement. CLIENT and MERIDIAN agree that they will not be liable to each other, under any circumstances, for special or punitive damages arising from or related to this Agreement. The CLIENT also agrees to indemnify MERIDIAN from any claim arising from surveys, plats, drawings, design information, and other information provided MERIDIAN by the CLIENT or the CLIENT's agents.

SECTION 12: CONSTRUCTION OBSERVATION SERVICES: If MERIDIAN is retained by the CLIENT to provide a site representative for the purpose of observing specific portions of the work or other field activities as set forth in the Scope of Services, then this section applies. For the specified assignment, MERIDIAN will report field observations to the CLIENT or the CLIENT's agents.

The presence of MERIDIAN field representatives will be for the purpose of providing field observation. Our work does not include supervision or direction of the actual work of the Contractor, its employees, subcontractors or agents. The Contractor for this project will be so advised. The Contractor will also be informed that neither the presence of our field representative nor the observation by our firm shall excuse him in any way from defects discovered in his work.

The term "observation", implies that we would observe the progress of the work we have agreed to be involved with and monitor whether the work essentially complies with the construction documents.

Field construction usually has fluctuations in both product and results. Even with very careful observation, it cannot be said that all parts of the product completely comply with the construction documents or requirements. Our Agreement is for the services requested by our CLIENT and defined in the Scope of Services. The degree of certainty for compliance with project specifications is much greater with full time observation than it is with intermittent observation.

SECTION 13: SEVERABILITY: If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired.

SECTION 14: TERMINATION: This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, MERIDIAN shall be paid for services performed to the termination notice date plus reasonable termination expenses. Expenses of termination or suspension shall include all direct costs of MERIDIAN required to complete analyses and records necessary to complete its files and may also include a report on the services performed to the date of notice.

SECTION 15: ASSIGNS: Neither the CLIENT nor MERIDIAN may delegate, assign, subwrite or transfer its duties or interest in this Agreement without the written consent of the other party.

SECTION 16: PRECEDENCE: These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding MERIDIAN's services.

SECTION 17: TIME LIMITATION PROVISION: The CLIENT, the CLIENTS heirs, assigns, successors or associates agree to release MERIDIAN from all liability arising from MERIDIAN's work or services associated with the Scope of Services and this Agreement after three (3) years from the certification date shown on any document prepared by MERIDIAN; or one (1) year from the date drawn, or otherwise shown on all non certified documents prepared by MERIDIAN. This provision does not create and should not be construed as a warranty or guarantee on or of any MERIDIAN document.

SECTION 18: CONSEQUENTIAL DAMAGE WAIVER: The CLIENT and MERIDIAN waive all claims against each other for all consequential damages arising out of or relating to this Agreement. This mutual waiver includes:

- a. Damages incurred by the CLIENT for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons and their expenses; and
- b. Damages incurred by MERIDIAN for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

SECTION 19: OTHER: _____

PLEASANT VIEW CITY CORPORATION
COMBINED CASH INVESTMENT
AUGUST 31, 2016

COMBINED CASH ACCOUNTS

01-11110	CASH IN CHECKING - COMBINED	193,315.67
01-11400	RETURNED CHECKS - CLEARING	138.00
01-11610	CASH - COMBINED STATE TREASURE	9,324,404.76
		<hr/>
	TOTAL COMBINED CASH	9,517,858.43
01-10100	CASH ALLOCATED TO OTHER FUNDS	(9,517,858.43)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,068,776.58
40	ALLOCATION TO PARK/OPEN SPACE DEV. FUND	455,012.01
41	ALLOCATION TO STORM SEWER FUND	1,482,375.66
43	ALLOCATION TO EQUIP/FLEET/PROJECT FUND	574,181.54
45	ALLOCATION TO ROAD & SIDEWALK FUND	691,807.76
51	ALLOCATION TO WATER FUND	2,115,644.38
53	ALLOCATION TO SEWER FUND	2,078,396.65
55	ALLOCATION TO SOLID WASTE FUND	208,822.22
60	ALLOCATION TO REDEVELOPMENT AGENCY FUND	835,565.45
95	ALLOCATION TO GENERAL LONG-TERM DEBT	7,276.18
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	9,517,858.43
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(9,517,858.43)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/>

PLEASANT VIEW CITY CORPORATION

BALANCE SHEET

AUGUST 31, 2016

GENERAL FUND

ASSETS

10-10100	CASH - COMBINED FUND	1,068,776.58	
10-10200	CASH-ZIONS-CASH BACK SAVINGS	1,563.05	
10-13110	ACCOUNTS RECEIVABLE	904,168.39	
10-13120	DEVELOPMENT RECEIVABLES	32,644.11	
10-13121	RESERVE FOR BAD DEBT	(20,000.00)	
TOTAL ASSETS			1,987,152.13

LIABILITIES AND EQUITYLIABILITIES

10-20200	ACCOUNTS PAYABLE	(1,269.12)	
10-22210	FICA PAYABLE	(306.13)	
10-22220	FEDERAL WITHHOLDING PAYABLE	(261.13)	
10-22230	STATE WITHHOLDING PAYABLE	4,912.89	
10-22250	WORKMENS COMPENSATION PAYABLE	245.97	
10-22500	INSURANCE PAYABLE	22,935.88	
10-22600	FLEX SPENDING PAYABLE	(1,403.74)	
10-23310	REVENUE COLLECTED IN ADVANCE	596,040.00	
10-23311	REVENUE COLLECTED FOR CWSID	16,331.00	
10-23312	N.V.FIRE COLLECTION FEE	4,512.72	
10-23400	CUSTOMER DEPOSITS	167,286.23	
TOTAL LIABILITIES			809,024.57

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
10-29800	UNASSIGNED-FUND BAL.BEGIN.YEAR	804,511.77	
10-29850	RESTRICTED-CLASS C ROAD FUNDS	473,118.68	
10-29860	RESTRICTED-STATE ALCOHOL FUNDS	4,917.45	
	REVENUE OVER EXPENDITURES - YTD	(104,420.34)	
BALANCE - CURRENT DATE		1,178,127.56	
TOTAL FUND EQUITY			1,178,127.56
TOTAL LIABILITIES AND EQUITY			1,987,152.13

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-010 MOTOR VEHICLES	4,104.18	10,527.17	55,000.00	44,472.83	19.1
10-31-100 CURRENT YEAR PROPERTY TAXES	1,958.21	3,728.05	616,031.00	612,302.95	.6
10-31-200 PRIOR YEAR PROPERTY TAXES	444.82	3,329.55	17,000.00	13,670.45	19.6
10-31-300 SALES AND USE TAXES	92,039.25	186,598.92	1,135,000.00	948,401.08	16.4
10-31-400 FRANCHISE TAXES	68,959.59	116,247.20	680,000.00	563,752.80	17.1
TOTAL TAXES	167,506.05	320,430.89	2,503,031.00	2,182,600.11	12.8
<u>LICENSES AND PERMITS</u>					
10-32-100 BUSINESS LICENSES AND PERMITS	139.07	692.05	13,500.00	12,807.95	5.1
10-32-160 1% SURCHARGE	78.82	298.61	350.00	51.39	85.3
10-32-170 CWSID IMPACT COLLECTION FEE	20.00	50.00	940.00	890.00	5.3
10-32-180 NV FIRE DISTRCT COLLECTION FEE	20.00	50.00	940.00	890.00	5.3
10-32-210 BUILDING PERMITS	7,881.83	30,063.83	156,000.00	125,936.17	19.3
10-32-250 ANIMAL LICENSES	158.00	259.00	5,600.00	5,341.00	4.6
TOTAL LICENSES AND PERMITS	8,297.72	31,413.49	177,330.00	145,916.51	17.7
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-300 BLOCK GRANT POLICE	.00	.00	8,500.00	8,500.00	.0
10-33-400 WEBER SCHOOL DIST-RESOURCE	.00	.00	31,562.00	31,562.00	.0
10-33-401 WEBER SCHOOL DIST-REIMBURSEMNT	.00	.00	6,500.00	6,500.00	.0
10-33-500 LOCAL UNITS GRANTS/AWARDS	41.50	41.50	3,625.00	3,583.50	1.1
10-33-560 CLASS "C" ROAD FUND ALLOTMENT	.00	.00	340,000.00	340,000.00	.0
10-33-580 STATE ALCOHOL ENFORC/EDUC FUND	.00	.00	7,910.00	7,910.00	.0
10-33-600 CONTRIB.FROM OTHER GOV-TRANSP.	8,496.11	15,703.38	89,000.00	73,296.62	17.6
TOTAL INTERGOVERNMENTAL REVENUE	8,537.61	15,744.88	487,097.00	471,352.12	3.2
<u>CHARGES FOR SERVICES</u>					
10-34-240 INSPECTION FEES	525.00	1,200.00	6,000.00	4,800.00	20.0
10-34-250 PLAN CHECK FEES	3,949.42	17,012.52	52,000.00	34,987.48	32.7
10-34-260 BOARD OF ADJUSTMENTS FEES	.00	.00	150.00	150.00	.0
10-34-270 ZONING & SUBDIVISION FEES	250.00	1,075.00	4,000.00	2,925.00	26.9
10-34-280 FOUNDER'S DAY	.00	20.00	9,000.00	8,980.00	.2
10-34-550 IMPOUND & SHELTER FEES	80.00	225.00	1,600.00	1,375.00	14.1
10-34-730 RECREATION FEES	6,118.28	7,111.08	36,500.00	29,388.92	19.5
10-34-750 PARK FEES	315.00	585.00	3,300.00	2,715.00	17.7
TOTAL CHARGES FOR SERVICES	11,237.70	27,228.60	112,550.00	86,321.40	24.2

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FINES AND FORFEITURES</u>					
10-35-100	COURT FINES	7,303.65	18,928.65	114,000.00	95,071.35	16.6
10-35-200	SMALL CLAIMS FEES	.00	.00	100.00	100.00	.0
10-35-300	TRAFFIC SCHOOL FEES	580.00	850.00	4,000.00	3,150.00	21.3
	<u>TOTAL FINES AND FORFEITURES</u>	<u>7,883.65</u>	<u>19,778.65</u>	<u>118,100.00</u>	<u>98,321.35</u>	<u>16.8</u>
	<u>MISCELLANEOUS REVENUE</u>					
10-36-100	INTEREST EARNINGS	896.31	1,799.94	8,500.00	6,700.06	21.2
10-36-200	RENTS AND CONCESSIONS	2,438.28	4,876.56	31,750.00	26,873.44	15.4
10-36-250	POLICE REPORTS	60.00	165.00	1,100.00	935.00	15.0
10-36-900	MISC/SUNDRY REVENUE	75.00	96.25	11,000.00	10,903.75	.9
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>3,469.59</u>	<u>6,937.75</u>	<u>52,350.00</u>	<u>45,412.25</u>	<u>13.3</u>
	<u>CONTRIBUTIONS AND TRANSFERS</u>					
10-39-200	REVENUE SHARING CARRYOVER	.00	.00	732,995.00	732,995.00	.0
10-39-300	CLASS "C" ROADS CARRYOVER	.00	.00	359,619.00	359,619.00	.0
10-39-320	TRANSPORT. SALES TX CARRYOVER	.00	.00	100.00	100.00	.0
10-39-350	STATE ALCOHOL FUNDS CARRYOVER	.00	.00	361.00	361.00	.0
	<u>TOTAL CONTRIBUTIONS AND TRANSFERS</u>	<u>.00</u>	<u>.00</u>	<u>1,093,075.00</u>	<u>1,093,075.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>206,932.32</u>	<u>421,534.26</u>	<u>4,543,533.00</u>	<u>4,121,998.74</u>	<u>9.3</u>

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-41-120 SALARIES - MAYOR AND COUNCIL	1,818.00	3,636.00	21,820.00	18,184.00	16.7
10-41-130 EMPLOYEE BENEFITS	180.71	361.42	2,200.00	1,838.58	16.4
10-41-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	4,645.04	4,750.00	104.96	97.8
10-41-220 PUBLIC NOTICES	454.91	454.91	14,800.00	14,345.09	3.1
10-41-230 TRAVEL	190.00	380.00	3,880.00	3,500.00	9.8
10-41-240 OFFICE SUPPLIES AND EXPENSE	.00	.00	1,200.00	1,200.00	.0
10-41-310 PROFESSIONAL & TECHNICAL	.00	.00	2,500.00	2,500.00	.0
10-41-330 EDUCATION AND TRAINING	.00	.00	1,000.00	1,000.00	.0
10-41-510 INSURANCE AND SURETY BONDS	.00	.00	100.00	100.00	.0
10-41-610 CITY APPRECIATION	304.79	304.79	1,000.00	695.21	30.5
10-41-620 MISCELLANEOUS	.00	.00	575.00	575.00	.0
10-41-640 DISCRETIONARY FUNDS	.00	.00	10,000.00	10,000.00	.0
TOTAL LEGISLATIVE	2,948.41	9,782.16	63,825.00	54,042.84	15.3
<u>JUDICIAL</u>					
10-42-110 SALARIES/WAGES-PERMANENT	3,862.27	7,055.28	49,700.00	42,644.72	14.2
10-42-115 OVERTIME/VAC	.00	31.44	450.00	418.56	7.0
10-42-120 SALARIES/WAGES-PART-TIME	94.44	171.71	2,700.00	2,528.29	6.4
10-42-130 EMPLOYEE BENEFITS	1,705.28	3,208.34	23,000.00	19,791.66	14.0
10-42-132 EMPLOYEE BENEFITS-GRP 3	9.50	26.31	350.00	323.69	7.5
10-42-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	75.00	75.00	.0
10-42-230 TRAVEL	.00	.00	3,000.00	3,000.00	.0
10-42-240 OFFICE SUPPLIES AND EXPENSE	7.40	7.40	1,500.00	1,492.60	.5
10-42-280 TELEPHONE	60.00	70.00	720.00	650.00	9.7
10-42-310 PROFESSIONAL & TECHNICAL	500.00	1,108.50	23,000.00	21,891.50	4.8
10-42-330 EDUCATION & TRAINING	.00	.00	1,025.00	1,025.00	.0
10-42-510 INSURANCE AND SURETY BONDS	.00	.00	100.00	100.00	.0
10-42-620 MISCELLANEOUS SERVICES	203.07	393.17	4,000.00	3,606.83	9.8
TOTAL JUDICIAL	6,441.96	12,072.15	109,620.00	97,547.85	11.0

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-43-110 SALARIES/WAGES-PERMANENT	5,113.66	9,295.05	65,000.00	55,704.95	14.3
10-43-115 OVERTIME/VAC	.00	.00	350.00	350.00	.0
10-43-120 SALARIES/WAGES-PART-TIME	240.38	501.12	3,300.00	2,798.88	15.2
10-43-130 EMPLOYEE BENEFITS	2,174.14	4,349.93	28,700.00	24,350.07	15.2
10-43-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	850.00	850.00	.0
10-43-230 TRAVEL	276.94	553.88	8,500.00	7,946.12	6.5
10-43-240 OFFICE SUPPLIES AND EXPENSE	14.72	14.72	1,500.00	1,485.28	1.0
10-43-280 TELEPHONE	90.00	180.00	1,100.00	920.00	16.4
10-43-310 PROFESSIONAL & TECHNICAL	62.27	62.27	4,750.00	4,687.73	1.3
10-43-330 EDUCATION AND TRAINING	655.00	655.00	1,850.00	1,195.00	35.4
10-43-510 INSURANCE AND SURETY BONDS	.00	.00	650.00	650.00	.0
10-43-605 MARKETING & ANALYSIS	150.00	150.00	150.00	.00	100.0
10-43-620 MISCELLANEOUS SERVICES	.00	.00	200.00	200.00	.0
10-43-630 EMP. APPRECIATION	.00	.00	8,550.00	8,550.00	.0
10-43-640 CONTINUING EDUCATION	.00	.00	5,000.00	5,000.00	.0
TOTAL ADMINISTRATION	8,777.11	15,761.97	130,450.00	114,688.03	12.1
<u>TREASURER</u>					
10-44-110 SALARIES/WAGES-PERMANENT	2,226.40	3,970.76	29,300.00	25,329.24	13.6
10-44-115 OVERTIME/VAC	.00	.00	650.00	650.00	.0
10-44-120 SALARIES/WAGES-PART-TIME	240.38	501.12	3,300.00	2,798.88	15.2
10-44-130 EMPLOYEE BENEFITS	1,409.40	2,680.46	18,600.00	15,919.54	14.4
10-44-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	420.00	420.00	.0
10-44-230 TRAVEL	1,056.90	1,354.98	4,000.00	2,645.02	33.9
10-44-240 OFFICE SUPPLIES AND EXPENSE	12.40	17.40	1,800.00	1,782.60	1.0
10-44-310 PROFESSIONAL & TECHNICAL	.00	.00	4,300.00	4,300.00	.0
10-44-330 EDUCATION AND TRAINING	.00	.00	600.00	600.00	.0
10-44-510 INSURANCE AND SURETY BONDS	.00	.00	925.00	925.00	.0
10-44-620 MISCELLANEOUS SERVICES	110.26	244.87	2,000.00	1,755.13	12.2
TOTAL TREASURER	5,055.74	8,769.59	65,895.00	57,125.41	13.3
<u>CITY RECORDER/FINANCE</u>					
10-47-110 SALARIES/WAGES-PERMANENT	3,263.92	5,875.14	42,700.00	36,824.86	13.8
10-47-115 OVERTIME/VAC	.00	.00	770.00	770.00	.0
10-47-120 SALARIES/WAGES-PART-TIME	492.35	920.04	3,800.00	2,879.96	24.2
10-47-130 EMPLOYEE BENEFITS	1,571.15	2,942.98	21,100.00	18,157.02	14.0
10-47-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	100.00	100.00	220.00	120.00	45.5
10-47-230 TRAVEL	166.88	166.88	2,500.00	2,333.12	6.7
10-47-240 OFFICE SUPPLIES AND EXPENSE	76.24	88.46	2,400.00	2,311.54	3.7
10-47-310 PROFESSIONAL/TECHNICAL SERVICE	.00	.00	2,500.00	2,500.00	.0
10-47-330 EDUCATION AND TRAINING	425.00	625.00	1,375.00	750.00	45.5
10-47-510 INSURANCE AND SURETY BONDS	50.00	50.00	150.00	100.00	33.3
TOTAL CITY RECORDER/FINANCE	6,145.54	10,768.50	77,515.00	66,746.50	13.9

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>						
10-49-300	ENGINEER	.00	.00	10,000.00	10,000.00	.0
10-49-310	ATTORNEY	.00	.00	30,000.00	30,000.00	.0
10-49-320	AUDITOR	.00	.00	9,500.00	9,500.00	.0
10-49-510	INSURANCE AND SURETY BONDS	229.90	103,722.06	106,500.00	2,777.94	97.4
10-49-610	MISC SAFETY GRANT SUPPLIES	.00	.00	3,625.00	3,625.00	.0
TOTAL NON-DEPARTMENTAL		229.90	103,722.06	159,625.00	55,902.94	65.0
<u>GENERAL GOVERNMENT BUILDINGS</u>						
10-50-260	BLDGS/GROUNDS -SUPPLIES/MAINT.	153.18	153.18	20,000.00	19,846.82	.8
10-50-270	UTILITIES	5,344.92	5,385.39	17,000.00	11,614.61	31.7
10-50-280	TELEPHONE	60.43	60.43	10,550.00	10,489.57	.6
10-50-310	PROFESSIONAL & TECHNICAL	454.31	454.31	8,340.00	7,885.69	5.5
10-50-620	CONTRACTUAL SERVICES	105.00	105.00	5,150.00	5,045.00	2.0
TOTAL GENERAL GOVERNMENT BUILDINGS		6,117.84	6,158.31	61,040.00	54,881.69	10.1
<u>SHOP</u>						
10-51-230	TRAVEL	.00	.00	1,200.00	1,200.00	.0
10-51-250	EQUIP/SUPPLIES/MAINTENANCE	167.44	167.44	6,000.00	5,832.56	2.8
10-51-260	BLDG & GRND-SHOP IMPROVEMENTS	.00	.00	2,000.00	2,000.00	.0
10-51-270	UTILITIES	3,777.30	3,814.94	11,900.00	8,085.06	32.1
10-51-280	TELEPHONE	.00	.00	500.00	500.00	.0
10-51-310	PROFESSIONAL & TECHNICAL	.00	.00	6,000.00	6,000.00	.0
10-51-330	EDUCATION & TRAINING	.00	.00	800.00	800.00	.0
TOTAL SHOP		3,944.74	3,982.38	28,400.00	24,417.62	14.0
<u>PLANNING & ZONING</u>						
10-53-110	SALARIES/WAGES-PERMANENT	445.28	4,145.46	88,850.00	84,704.54	4.7
10-53-115	OVERTIME/VAC	.00	1,058.53	600.00	458.53	176.4
10-53-120	SALARIES/STIPENDS	336.00	558.60	4,575.00	4,016.40	12.2
10-53-130	EMPLOYEE BENEFITS	305.32	1,057.66	47,600.00	46,542.34	2.2
10-53-210	BOOKS & SUBSCRIPTIONS & MEMBER	.00	.00	2,400.00	2,400.00	.0
10-53-220	PUBLIC NOTICES	.00	.00	600.00	600.00	.0
10-53-230	TRAVEL	.00	156.64	5,000.00	4,843.36	3.1
10-53-240	OFFICE SUPPLIES AND EXPENSE	14.73	14.73	2,400.00	2,385.27	.6
10-53-280	TELEPHONE	.00	32.15	1,080.00	1,047.85	3.0
10-53-310	PROFESSIONAL/TECHINCAL SERVICE	2,795.63	2,945.63	59,500.00	56,554.37	5.0
10-53-330	EDUCATION AND TRAINING	.00	.00	1,800.00	1,800.00	.0
10-53-610	MISCELLANEOUS SUPPLIES	.00	.00	300.00	300.00	.0
TOTAL PLANNING & ZONING		3,896.96	9,969.40	214,705.00	204,735.60	4.6

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-54-110 SALARIES/WAGES-PERMNNT-GRP 1	37,611.94	66,764.01	493,900.00	427,135.99	13.5
10-54-111 SALARIES/WAGES-PERMNNT-GRP 2	1,303.22	3,039.46	36,050.00	33,010.54	8.4
10-54-112 SALARIES/WAGES-PERMNNT-GRP 3	987.28	1,229.98	21,920.00	20,690.02	5.6
10-54-115 OVERTIME/VAC	3,286.42	5,115.80	41,000.00	35,884.20	12.5
10-54-130 EMPLOYEE BENEFITS-GRP 1	27,296.19	50,870.30	354,000.00	303,129.70	14.4
10-54-131 EMPLOYEE BENEFITS-GRP 2	130.97	260.24	4,050.00	3,789.76	6.4
10-54-132 EMPLOYEE BENEFITS-GRP 3	99.23	123.62	2,430.00	2,306.38	5.1
10-54-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	141.00	141.00	1,000.00	859.00	14.1
10-54-220 PUBLIC NOTICES	.00	.00	500.00	500.00	.0
10-54-230 TRAVEL	.00	480.00	6,000.00	5,520.00	8.0
10-54-240 OFFICE SUPPLIES AND EXPENSE	518.21	518.21	5,000.00	4,481.79	10.4
10-54-250 SUPPLIES/MAINTENANCE	162.45	162.45	8,500.00	8,337.55	1.9
10-54-251 VEHICLE:FUEL	1,434.44	2,809.11	35,000.00	32,190.89	8.0
10-54-252 VEHICLE: EQUIPMENT	.00	.00	7,000.00	7,000.00	.0
10-54-253 VEHICLE: MAINTENANCE	.00	183.00	10,000.00	9,817.00	1.8
10-54-260 BLDGS/GROUNDS-SUPPLIES & MAINT	.00	.00	500.00	500.00	.0
10-54-280 COMMUNICATION SERVICES	1,502.30	1,932.30	19,500.00	17,567.70	9.9
10-54-286 LIQUOR FUND EXPENDITURES	.00	.00	8,271.00	8,271.00	.0
10-54-289 WHS EXPENDITURE	.00	.00	6,500.00	6,500.00	.0
10-54-290 DUI EXPENDITURES	.00	.00	5,000.00	5,000.00	.0
10-54-300 BLOCK GRANT	.00	.00	8,500.00	8,500.00	.0
10-54-310 PROFESSIONAL/TECHNICAL SERVICE	75.00	93.50	2,000.00	1,906.50	4.7
10-54-320 ANIMAL SERVICES	59.57	216.69	2,500.00	2,283.31	8.7
10-54-330 EDUCATION AND TRAINING	.00	380.00	5,500.00	5,120.00	6.9
10-54-470 UNIFORMS	27.72	7,235.09	9,650.00	2,414.91	75.0
10-54-620 CONTRACTUAL SERVICES	.00	18,459.12	30,000.00	11,540.88	61.5
TOTAL POLICE DEPARTMENT	74,635.94	160,013.88	1,124,271.00	964,257.12	14.2
<u>BUILDING INSPECTION</u>					
10-58-110 SALARIES/WAGES-PERMANENT	742.00	1,346.03	9,800.00	8,453.97	13.7
10-58-115 OVERTIME/VAC	.00	.00	200.00	200.00	.0
10-58-120 SALARIES/WAGES-PART-TIME	252.00	418.95	500.00	81.05	83.8
10-58-130 EMPLOYEE BENEFITS	437.68	824.72	5,550.00	4,725.28	14.9
10-58-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	50.00	100.00	1,000.00	900.00	10.0
10-58-230 TRAVEL	.00	.00	100.00	100.00	.0
10-58-240 OFFICE SUPPLIES AND EXPENSE	.00	.00	500.00	500.00	.0
10-58-310 PROFESSIONAL & TECHNICAL	.00	.00	63,000.00	63,000.00	.0
10-58-330 EDUCATION AND TRAINING	.00	.00	260.00	260.00	.0
TOTAL BUILDING INSPECTION	1,481.68	2,689.70	80,910.00	78,220.30	3.3
<u>COMMUN.EMERGENCY RESPONSE TEAM</u>					
10-59-250 EQUIPMENT-SUPPLIES & MAINTENAN	.00	.00	6,000.00	6,000.00	.0
TOTAL COMMUN.EMERGENCY RESPONSE TEAM	.00	.00	6,000.00	6,000.00	.0

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS</u>						
10-60-110	SALARIES/WAGES-PERMANENT	12,060.69	21,039.18	158,750.00	137,710.82	13.3
10-60-115	OVERTIME/VAC	557.73	1,105.97	15,000.00	13,894.03	7.4
10-60-120	SALARIES/WAGES-PART-TIME	.00	.00	12,200.00	12,200.00	.0
10-60-130	EMPLOYEE BENEFITS	6,752.04	12,565.91	97,500.00	84,934.09	12.9
10-60-230	TRAVEL	.00	.00	2,500.00	2,500.00	.0
10-60-250	EQUIP/SUPPLIES/MAINTENANCE	250.44	250.44	4,000.00	3,749.56	6.3
10-60-251	VEHICLE:FUEL	195.63	1,105.73	22,000.00	20,894.27	5.0
10-60-253	VEHICLE: MAINTENANCE	3,878.45	3,878.45	26,000.00	22,121.55	14.9
10-60-270	UTILITIES	16.28	16.28	25,000.00	24,983.72	.1
10-60-271	UTILITIES-SCHOOL XING	55.58	55.58	700.00	644.42	7.9
10-60-280	TELEPHONE	140.00	280.00	1,680.00	1,400.00	16.7
10-60-310	PROFESSIONAL/TECHNICAL SERVICE	141.00	141.00	24,500.00	24,359.00	.6
10-60-330	EDUCATION AND TRAINING	.00	.00	2,000.00	2,000.00	.0
10-60-470	STREET SUPPLIES/MATERIALS	947.52	947.52	55,000.00	54,052.48	1.7
10-60-490	CLASS "C"ROAD EXPENDITURES	.00	.00	225,000.00	225,000.00	.0
10-60-491	TRANSPORTATION SALES TX EXPEND	.00	.00	52,176.00	52,176.00	.0
10-60-610	PERSONNEL UNIFORMS	.00	3,200.00	6,620.00	3,420.00	48.3
TOTAL STREETS		24,995.36	44,586.06	730,626.00	686,039.94	6.1
<u>SENIOR CITIZENS PROGRAM</u>						
10-62-290	SENIOR CITIZEN PROGRAM	.00	.00	5,000.00	5,000.00	.0
TOTAL SENIOR CITIZENS PROGRAM		.00	.00	5,000.00	5,000.00	.0
<u>YOUTH COUNCIL</u>						
10-63-110	SALARIES/WAGES-PERMANENT	74.70	138.45	1,200.00	1,061.55	11.5
10-63-120	SALARIES/WAGES-PART-TIME	209.30	305.90	460.00	154.10	66.5
10-63-130	EMPLOYEE BENEFITS	28.54	44.66	200.00	155.34	22.3
10-63-230	TRAVEL	.00	.00	200.00	200.00	.0
10-63-240	OFFICE SUPPLIES AND EXPENSE	.00	.00	50.00	50.00	.0
10-63-250	EQUIPMENT-SUPPLIES & MAINTENAN	.00	.00	400.00	400.00	.0
10-63-330	EDUCATION AND TRAINING	.00	.00	2,075.00	2,075.00	.0
TOTAL YOUTH COUNCIL		312.54	489.01	4,585.00	4,095.99	10.7

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>						
10-70-110	SALARIES/WAGES-PERMANENT	5,514.92	9,033.04	71,500.00	62,466.96	12.6
10-70-115	OVERTIME/VAC	161.89	478.32	5,000.00	4,521.68	9.6
10-70-120	SALARIES/WAGES-PART-TIME	3,722.04	7,420.14	23,000.00	15,579.86	32.3
10-70-130	EMPLOYEE BENEFITS	3,696.59	6,976.36	48,900.00	41,921.64	14.3
10-70-230	TRAVEL	.00	.00	1,900.00	1,900.00	.0
10-70-250	EQUIP/SUPPLIES/MAINTENANCE	105.01	105.01	4,000.00	3,894.99	2.6
10-70-251	VEHICLE:FUEL	282.54	608.74	7,000.00	6,391.26	8.7
10-70-253	VEHICLE: MAINTENANCE	275.56	275.56	4,000.00	3,724.44	6.9
10-70-260	BLDGS/GROUNDS-SUPPLIES & MAINT	725.54	2,315.54	23,000.00	20,684.46	10.1
10-70-270	UTILITIES	6,739.20	6,739.20	15,500.00	8,760.80	43.5
10-70-310	PROFESSIONAL/TECHINCAL SERVICE	.00	.00	3,500.00	3,500.00	.0
10-70-330	EDUCATION AND TRAINING	.00	.00	2,500.00	2,500.00	.0
TOTAL PARKS		21,223.09	33,953.91	209,800.00	175,846.09	16.2
<u>RECREATION</u>						
10-71-110	SALARIES/WAGES-PERMANENT	1,419.14	2,286.93	21,250.00	18,963.07	10.8
10-71-120	SALARIES/WAGES-PART-TIME	330.27	547.87	21,000.00	20,452.33	2.6
10-71-130	EMPLOYEE BENEFITS	175.82	282.83	4,700.00	4,417.17	6.0
10-71-210	BOOKS & SUBSCRIPTIONS & MEMBER	.00	.00	150.00	150.00	.0
10-71-230	TRAVEL	.00	.00	2,500.00	2,500.00	.0
10-71-240	OFFICE SUPPLIES AND EXPENSE	.00	.00	200.00	200.00	.0
10-71-250	EQUIP/SUPPLIES/MAINTENANCE	(15.04)	(15.04)	17,240.00	17,255.04	(.1)
10-71-280	TELEPHONE	68.57	68.57	1,620.00	1,551.43	4.2
10-71-310	PROFESSIONAL/TECHINCAL SERVICE	.00	.00	12,000.00	12,000.00	.0
10-71-330	EDUCATION AND TRAINING	.00	.00	650.00	650.00	.0
TOTAL RECREATION		1,978.76	3,170.96	81,310.00	78,139.04	3.9
<u>COMMUNITY PROMOTION</u>						
10-75-620	BEAUTIFICATION PROGRAM	64.56	64.56	1,000.00	935.44	6.5
10-75-630	COMMUNITY PROMOTIONS	.00	.00	275.00	275.00	.0
10-75-650	EASTER EGG HUNT	.00	.00	1,600.00	1,600.00	.0
10-75-660	CHRISTMAS CELEBRATIONS	.00	.00	1,200.00	1,200.00	.0
10-75-670	FOUNDERS' DAY	.00	.00	37,000.00	37,000.00	.0
TOTAL COMMUNITY PROMOTION		64.56	64.56	41,075.00	41,010.44	.2

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS AND OTHER USES</u>					
10-90-350 TRANSFER TO EQUIP.FUND	.00	100,000.00	100,000.00	.00	100.0
10-90-510 USE OF RESERVED FUND BALANCE	.00	.00	737,338.00	737,338.00	.0
10-90-520 CLASS "C" ROAD FUNDS	.00	.00	474,619.00	474,619.00	.0
10-90-525 TRANSPORT. SALES TX FUND BAL.	.00	.00	36,924.00	36,924.00	.0
	<u>.00</u>	<u>100,000.00</u>	<u>1,348,881.00</u>	<u>1,248,881.00</u>	<u>7.4</u>
TOTAL TRANSFERS AND OTHER USES	<u>.00</u>	<u>100,000.00</u>	<u>1,348,881.00</u>	<u>1,248,881.00</u>	<u>7.4</u>
 TOTAL FUND EXPENDITURES	 <u>168,250.13</u>	 <u>525,954.60</u>	 <u>4,543,533.00</u>	 <u>4,017,578.40</u>	 <u>11.6</u>
 NET REVENUE OVER EXPENDITURES	 <u>38,682.19</u>	 <u>(104,420.34)</u>	 <u>.00</u>	 <u>104,420.34</u>	 <u>.0</u>

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

PARK/OPEN SPACE DEV. FUND

<u>ASSETS</u>			
40-10100	CASH - COMBINED FUND	455,012.01	
	TOTAL ASSETS		455,012.01
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-21400	RETAINAGE PAYABLE	2,830.44	
	TOTAL LIABILITIES		2,830.44
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
40-29600	RESERVE FOR GRANT MONEY	70,459.00	
40-29800	RESTRICTED-FUND BAL.BEGIN.YEAR	508,595.09	
40-29900	RESTRICTED-IMPACT FEES RESERVE	(133,192.26)	
	REVENUE OVER EXPENDITURES - YTD	6,319.74	
	BALANCE - CURRENT DATE	452,181.57	
	TOTAL FUND EQUITY		452,181.57
	TOTAL LIABILITIES AND EQUITY		455,012.01

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

PARK/OPEN SPACE DEV. FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE (CIP)</u>					
40-36-120 INTEREST EARNED	376.25	730.26	1,635.00	904.74	44.7
40-36-200 IMPACT FEES-PARK/OPEN SPACE	2,317.74	4,635.48	114,000.00	109,364.52	4.1
40-36-800 CONTRIBUTIONS/GRANTS	954.00	954.00	185,570.00	184,616.00	.5
	<u>3,647.99</u>	<u>6,319.74</u>	<u>301,205.00</u>	<u>294,885.26</u>	<u>2.1</u>
TOTAL REVENUE (CIP)	<u>3,647.99</u>	<u>6,319.74</u>	<u>301,205.00</u>	<u>294,885.26</u>	<u>2.1</u>
 TOTAL FUND REVENUE	 <u>3,647.99</u>	 <u>6,319.74</u>	 <u>301,205.00</u>	 <u>294,885.26</u>	 <u>2.1</u>

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

PARK/OPEN SPACE DEV. FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENSES (CIP)</u>					
40-46-730 IMPROVEMENTS - CONSTRUCTION	.00	.00	445,470.00	445,470.00	.0
TOTAL EXPENSES (CIP)	.00	.00	445,470.00	445,470.00	.0
TOTAL FUND EXPENDITURES	.00	.00	445,470.00	445,470.00	.0
NET REVENUE OVER EXPENDITURES	3,647.99	6,319.74	(144,265.00)	(150,584.74)	4.4

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

STORM SEWER FUND

ASSETS

41-10100	CASH - COMBINED FUND	1,482,375.66	
41-13110	ACCOUNTS RECEIVABLE	41,308.35	
41-13120	RESERVE FOR BAD DEBT	(1,000.00)	
41-15200	DEFERRED OUTFLOW OF RESOURCES	8,142.00	
41-16110	LAND	66,330.83	
41-16210	BUILDINGS	131,902.18	
41-16310	INFRASTRUCTURE	5,632,495.70	
41-16510	MACHINERY AND EQUIPMENT	299,557.30	
41-16520	ACCUM DEPR - EQUIP	(1,527,872.72)	
41-16540	CONSTRUCTION IN PROGRESS	332,174.93	
41-18100	NET PENSION ASSET	28.00	
	TOTAL ASSETS		6,465,442.23

LIABILITIES AND EQUITY

LIABILITIES

41-22300	NET PENSION LIABILITY	36,262.00	
41-22350	DEFERRED INFLOWS OF RESOURCES	6,511.00	
41-25300	COMPENSATED ABSENCES PAYABLE	7,422.31	
	TOTAL LIABILITIES		50,195.31

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
41-29750	RESERVED FUND BALANCE	46,920.00	
41-29800	BEGINNING OF YEAR	5,293,672.83	
41-29900	RESERVE ACCT FOR IMPACT FEES	996,275.05	
	REVENUE OVER EXPENDITURES - YTD	78,379.04	
	BALANCE - CURRENT DATE	6,415,246.92	
	TOTAL FUND EQUITY		6,415,246.92
	TOTAL LIABILITIES AND EQUITY		6,465,442.23

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

STORM SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>OPERATING REVENUE (O&M)</u>					
41-30-100	SERVICE FEES-STORM SEWER	30,604.63	61,127.97	370,000.00	308,872.03	16.5
41-30-200	LATE FEES	35.96	67.59	400.00	332.41	16.9
	TOTAL OPERATING REVENUE (O&M)	30,640.59	61,195.56	370,400.00	309,204.44	16.5
	<u>NON-OPERATING REVENUE (CIP)</u>					
41-36-120	INTEREST EARNED	1,225.78	2,386.86	8,000.00	5,613.14	29.8
41-36-200	IMPACT FEES-STORM SEWER	4,841.82	79,747.54	144,500.00	64,752.46	55.2
	TOTAL NON-OPERATING REVENUE (CIP)	6,067.60	82,134.40	152,500.00	70,365.60	53.9
	TOTAL FUND REVENUE	36,708.19	143,329.96	522,900.00	379,570.04	27.4

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

STORM SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING EXPENSES (O&M)</u>					
41-40-110 SALARIES/WAGES-PERMANENT EMPLO	6,065.92	10,688.48	78,450.00	67,761.52	13.6
41-40-115 OVERTIME/VAC	229.86	411.15	4,400.00	3,988.85	9.3
41-40-120 SALARIES/WAGES-PART-TIME	120.20	250.57	1,700.00	1,449.43	14.7
41-40-130 EMPLOYEE BENEFITS	2,990.30	5,526.51	40,900.00	35,373.49	13.5
41-40-140 PENSION EXPENSE	.00	.00	1.00	1.00	.0
41-40-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	1,700.00	1,700.00	.0
41-40-220 PUBLIC EDUCATION/OUTREACH	.00	.00	2,000.00	2,000.00	.0
41-40-230 TRAVEL	.00	.00	1,500.00	1,500.00	.0
41-40-240 OFFICE SUPPLIES AND EXPENSE	92.98	183.78	4,300.00	4,116.22	4.3
41-40-250 EQUIP/SUPPLIES/MAINTENANCE	.00	.00	15,000.00	15,000.00	.0
41-40-251 VEHICLE:FUEL	21.73	114.93	2,600.00	2,485.07	4.4
41-40-253 VEHICLE: MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
41-40-260 BAD DEBT	.00	.00	400.00	400.00	.0
41-40-270 UTILITIES	.00	.00	600.00	600.00	.0
41-40-310 PROFESSIONAL/TECHINICAL SERVICE	907.50	907.50	5,000.00	4,092.50	18.2
41-40-330 EDUCATION AND TRAINING	.00	.00	2,000.00	2,000.00	.0
41-40-650 DEPRECIATION	11,167.00	22,334.00	134,000.00	111,666.00	16.7
41-40-750 LEASE	.00	.00	1,200.00	1,200.00	.0
TOTAL OPERATING EXPENSES (O&M)	21,595.49	40,416.92	297,751.00	257,334.08	13.6
<u>NON-OPERATING EXPENSES (CIP)</u>					
41-46-310 PROFESSIONAL & TECHNICAL	.00	.00	21,520.00	21,520.00	.0
41-46-730 IMPROVEMENTS - CONSTRUCTION	.00	.00	498,076.00	498,076.00	.0
41-46-740 CAPTIAL OUTLAY - EQUIPMENT	24,534.00	24,534.00	27,000.00	2,466.00	90.9
TOTAL NON-OPERATING EXPENSES (CIP)	24,534.00	24,534.00	546,596.00	522,062.00	4.5
TOTAL FUND EXPENDITURES	46,129.49	64,950.92	844,347.00	779,396.08	7.7
NET REVENUE OVER EXPENDITURES	(9,421.30)	78,379.04	(321,447.00)	(399,826.04)	24.4

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

EQUIP/FLEET/PROJECT FUND

ASSETS

43-10100	CASH - COMBINED FUND	574,181.54	
	TOTAL ASSETS		574,181.54

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
43-29800	ASSIGNED-FUND BAL. BEGIN.YEAR	513,482.11	
	REVENUE OVER EXPENDITURES - YTD	60,699.43	
	BALANCE - CURRENT DATE	574,181.54	
	TOTAL FUND EQUITY		574,181.54
	TOTAL LIABILITIES AND EQUITY		574,181.54

PLEASANT VIEW CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2016

EQUIP/FLEET/PROJECT FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
43-30-100	TRNSFR FROM GENERAL FUND	.00	100,000.00	100,000.00	.00	100.0
43-30-200	INTEREST EARNINGS	474.79	957.90	3,550.00	2,592.10	27.0
43-30-410	SALE OF FIXED ASSETS	.00	2,000.00	72,000.00	70,000.00	2.8
	TOTAL REVENUE	<u>474.79</u>	<u>102,957.90</u>	<u>175,550.00</u>	<u>72,592.10</u>	<u>58.7</u>
	TOTAL FUND REVENUE	<u>474.79</u>	<u>102,957.90</u>	<u>175,550.00</u>	<u>72,592.10</u>	<u>58.7</u>

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

EQUIP/FLEET/PROJECT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>EXPENDITURES</u>					
43-40-310	PROFESSIONAL & TECHNICAL	.00	.00	35,562.00	35,562.00	.0
43-40-730	IMPROVEMENTS CONSTRUCTION	52.20	52.20	204,800.00	204,747.80	.0
43-40-740	CAPTIAL OUTLAY - EQUIPMENT	42,206.27	42,206.27	160,450.00	118,243.73	26.3
43-40-750	LEASE	.00	.00	9,400.00	9,400.00	.0
	TOTAL EXPENDITURES	42,258.47	42,258.47	410,212.00	367,953.53	10.3
	TOTAL FUND EXPENDITURES	42,258.47	42,258.47	410,212.00	367,953.53	10.3
	NET REVENUE OVER EXPENDITURES	(41,783.68)	60,699.43	(234,662.00)	(295,361.43)	25.9

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

ROAD & SIDEWALK FUND

<u>ASSETS</u>			
45-10100	CASH - COMBINED FUND	691,807.76	
45-13110	ACCOUNTS RECEIVABLE	16,997.76	
	TOTAL ASSETS		708,805.52
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
45-21400	RETAINAGE PAYABLE	166,545.38	
	TOTAL LIABILITIES		166,545.38
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
45-29800	ASSIGNED-FUND BAL-BEGIN.YEAR	527,154.61	
	REVENUE OVER EXPENDITURES - YTD	15,105.53	
	BALANCE - CURRENT DATE	542,260.14	
	TOTAL FUND EQUITY		542,260.14
	TOTAL LIABILITIES AND EQUITY		708,805.52

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

ROAD & SIDEWALK FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUE (CIP)</u>					
45-36-100	SERVICE FEES-ROADS	12,985.51	25,912.30	155,125.00	129,212.70	16.7
45-36-120	INTEREST EARNED	572.06	1,111.73	8,100.00	6,988.27	13.7
45-36-800	CONTRIBUTIONS/GRANTS	.00	.00	4,138,133.00	4,138,133.00	.0
	TOTAL REVENUE (CIP)	<u>13,557.57</u>	<u>27,024.03</u>	<u>4,301,358.00</u>	<u>4,274,333.97</u>	<u>.6</u>
	TOTAL FUND REVENUE	<u>13,557.57</u>	<u>27,024.03</u>	<u>4,301,358.00</u>	<u>4,274,333.97</u>	<u>.6</u>

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

ROAD & SIDEWALK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
45-40-240 OFFICE SUPPLIES	39.78	79.37	.00	(79.37)	.0
TOTAL DEPARTMENT 40	39.78	79.37	.00	(79.37)	.0
 <u>EXPENSES (CIP)</u>					
45-46-240 OFFICE SUPPLIES AND EXPENSE	.00	.00	600.00	600.00	.0
45-46-310 PROFESSIONAL & TECHNICAL	11,839.13	11,839.13	120,088.00	108,248.87	9.9
45-46-730 IMPROVEMENTS-CONSTRUCTION	.00	.00	4,272,931.00	4,272,931.00	.0
TOTAL EXPENSES (CIP)	11,839.13	11,839.13	4,393,619.00	4,381,779.87	.3
 TOTAL FUND EXPENDITURES	 11,878.91	 11,918.50	 4,393,619.00	 4,381,700.50	 .3
 NET REVENUE OVER EXPENDITURES	 1,678.66	 15,105.53	 (92,261.00)	 (107,366.53)	 16.4

PLEASANT VIEW CITY CORPORATION

BALANCE SHEET

AUGUST 31, 2016

WATER FUND

ASSETS

51-10100	CASH - COMBINED FUND	2,115,644.38	
51-11415	CASH 2015 BOND ACCOUNT	27,063.97	
51-13110	ACCOUNTS RECEIVABLE - WATER	60,013.89	
51-13111	ACCOUNTS RECEIVABLE-LATE FEES	657.49	
51-13120	RESERVE FOR BAD DEBT	(1,327.99)	
51-15200	DEFERRED OUTFLOW OF RESOURCES	7,469.00	
51-16110	LAND	359,713.12	
51-16210	BUILDINGS	941,793.25	
51-16310	WATER DISTRBUTION SYSTEM	7,247,265.16	
51-16410	INVENTORY	20,000.00	
51-16510	MACHINERY AND EQUIPMENT	397,957.67	
51-16540	CONSTRUCTION IN PROGRESS	586,673.43	
51-17500	ACCUMULATED DEPRECIATION	(2,597,879.84)	
51-18100	NET PENSION ASSET	27.00	
TOTAL ASSETS			9,165,070.53

LIABILITIES AND EQUITY

LIABILITIES

51-21350	CUSTOMER DEPOSITS	113,537.92	
51-21400	RETAINAGE PAYABLE	21,983.75	
51-22300	NET PENSION LIABILITY	33,265.00	
51-22350	DEFERRED INFLOWS OF RESOURCES	5,973.00	
51-25300	COMPENSATED ABSENCES PAYABLE	9,015.57	
51-25330	NOTE PAYABLE-LAND	684,900.78	
51-25340	BOND PROCEEDS-SERIES 2015 WTR	966,000.00	
TOTAL LIABILITIES			1,834,676.02

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
51-29800	RETAINED EARNINGS	10,554,141.16	
51-29810	CONTRIBUTION TO CITY HALL	(100,000.00)	
51-29900	RESERVE ACCNT FOR IMPACT FEES	(3,112,230.51)	
	REVENUE OVER EXPENDITURES - YTD	(11,516.14)	
BALANCE - CURRENT DATE		7,330,394.51	
TOTAL FUND EQUITY			7,330,394.51
TOTAL LIABILITIES AND EQUITY			9,165,070.53

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>OPERATING REVENUE (O&M)</u>					
51-30-100	SERVICE FEES-WATER	79,659.48	162,890.35	834,740.00	671,849.65	19.5
51-30-200	LATE FEES	92.70	178.22	1,025.00	846.78	17.4
51-30-900	MISCELLANEOUS	.00	.00	4,000.00	4,000.00	.0
	<u>TOTAL OPERATING REVENUE (O&M)</u>	<u>79,752.18</u>	<u>163,068.57</u>	<u>839,765.00</u>	<u>676,696.43</u>	<u>19.4</u>
	<u>NON-OPERATING REVENUE (CIP)</u>					
51-36-120	INTEREST EARNINGS	1,749.44	3,365.74	8,600.00	5,234.26	39.1
51-36-200	IMPACT FEES-WATER	6,000.00	15,000.00	90,000.00	75,000.00	16.7
51-36-302	TRANSFER FROM SEWER FUND	.00	.00	575,000.00	575,000.00	.0
	<u>TOTAL NON-OPERATING REVENUE (CIP)</u>	<u>7,749.44</u>	<u>18,365.74</u>	<u>673,600.00</u>	<u>655,234.26</u>	<u>2.7</u>
	<u>TOTAL FUND REVENUE</u>	<u>87,501.62</u>	<u>181,434.31</u>	<u>1,513,365.00</u>	<u>1,331,930.69</u>	<u>12.0</u>

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING EXPENSES (O&M)</u>					
51-40-100 WEBER BASIN WATER CONSERV.DIST	.00	96,739.50	196,658.00	99,918.50	49.2
51-40-110 SALARIES/WAGES-PERMANENT	7,595.41	13,435.13	148,950.00	135,514.87	9.0
51-40-115 OVERTIME/VAC	975.46	1,549.61	7,400.00	5,850.39	20.9
51-40-120 SALARIES/WAGES-PART-TIME	1,177.97	2,032.84	11,100.00	9,067.16	18.3
51-40-130 EMPLOYEE BENEFITS	4,614.38	8,788.97	109,300.00	100,511.03	8.0
51-40-140 PENSION EXPENSE	.00	.00	1.00	1.00	.0
51-40-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	1,500.00	1,500.00	.0
51-40-220 PUBLIC NOTICES	.00	.00	2,200.00	2,200.00	.0
51-40-230 TRAVEL	.00	.00	1,800.00	1,800.00	.0
51-40-240 OFFICE SUPPLIES AND EXPENSE	212.53	420.93	6,500.00	6,079.07	6.5
51-40-250 EQUIP/SUPPLIES/MAINTENANCE	319.33	319.33	70,000.00	69,680.67	.5
51-40-251 VEHICLE:FUEL	152.13	245.33	5,000.00	4,754.67	4.9
51-40-253 VEHICLE: MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-40-260 BAD DEBT	.00	.00	700.00	700.00	.0
51-40-270 UTILITIES	4,955.15	5,013.42	81,000.00	75,986.58	6.2
51-40-280 TELEPHONE	90.00	180.00	1,320.00	1,140.00	13.6
51-40-310 PROFESSIONAL/TECHINCAL SERVICE	1,708.26	1,708.26	25,000.00	23,291.74	6.8
51-40-330 EDUCATION & TRAINING	27.96	27.96	2,500.00	2,472.04	1.1
51-40-610 MISCELLANEOUS SUPPLIES	64.17	64.17	1,200.00	1,135.83	5.4
51-40-650 DEPRECIATION	17,417.00	34,834.00	209,000.00	174,166.00	16.7
51-40-750 LEASE	.00	.00	1,200.00	1,200.00	.0
51-40-810 BOND PRINCIPAL	.00	.00	176,000.00	176,000.00	.0
TOTAL OPERATING EXPENSES (O&M)	39,309.75	165,359.45	1,060,329.00	894,969.55	15.6
<u>NON-OPERATING EXPENSES (CIP)</u>					
51-46-220 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
51-46-310 PROFESSIONAL & TECHNICAL	15.00	15.00	119,800.00	119,785.00	.0
51-46-550 BOND AGENT FEES	.00	.00	2,700.00	2,700.00	.0
51-46-730 IMPROVEMENTS-CONSTRUCTION	27,576.00	27,576.00	1,345,520.00	1,317,944.00	2.1
51-46-740 CAPITAL OUTLAY/EQUIPMENT	.00	.00	76,600.00	76,600.00	.0
51-46-820 INTERST ON BONDS	.00	.00	45,620.00	45,620.00	.0
TOTAL NON-OPERATING EXPENSES (CIP)	27,591.00	27,591.00	1,591,240.00	1,563,649.00	1.7
TOTAL FUND EXPENDITURES	66,900.75	192,950.45	2,651,569.00	2,458,618.55	7.3
NET REVENUE OVER EXPENDITURES	20,600.87	(11,516.14)	(1,138,204.00)	(1,126,687.86)	(1.0)

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

SEWER FUND

ASSETS

53-10100	CASH - COMBINED FUND	2,078,396.65	
53-13110	ACCOUNTS RECEIVABLE	102,941.05	
53-13120	RESERVE FOR BAD DEBT	(2,000.00)	
53-15200	DEFERRED OUTFLOW OF RESOURCES	5,049.00	
53-16210	BUILDINGS	47,000.00	
53-16310	SEWER SYSTEM	3,743,099.88	
53-16320	ACCUM DEPR - SEWER SYSTEM	(1,161,757.46)	
53-16510	EQUIPMENT	78,366.03	
53-16520	ACCUM DEPR - EQUIP	(168,573.76)	
53-18100	NET PENSION ASSET	17.00	
TOTAL ASSETS			4,722,538.39

LIABILITIES AND EQUITY

LIABILITIES

53-22300	NET PENSION LIABILITY	22,486.00	
53-22350	DEFERRED INFLOWS OF RESOURCES	4,037.00	
53-25300	COMPENSATED ABSENCES PAYABLE	6,293.16	
TOTAL LIABILITIES			32,816.16

FUND EQUITY

53-28110	CONTRIBUTIONS FROM CUSTOMERS	202,397.10	
53-28210	CONTRIB. FROM MUNICIPALITY	151,666.45	
53-28310	CONTRIB.FROM SEWER EXTENSION	47,084.80	
UNAPPROPRIATED FUND BALANCE:			
53-29800	RETAINED EARNINGS	4,082,963.58	
53-29810	CONTRIBUTION TO CITY HALL	(100,000.00)	
53-29900	RESERVE ACCT FOR IMPACT FEES	167,814.73	
	REVENUE OVER EXPENDITURES - YTD	137,795.57	
BALANCE - CURRENT DATE		4,288,573.88	
TOTAL FUND EQUITY			4,689,722.23
TOTAL LIABILITIES AND EQUITY			4,722,538.39

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>OPERATING REVENUE (O&M)</u>					
53-30-100	SERVICE FEES-SEWER	78,804.14	157,218.34	937,000.00	779,781.66	16.8
53-30-200	LATE FEES	92.61	173.87	1,000.00	826.13	17.4
	TOTAL OPERATING REVENUE (O&M)	78,896.75	157,392.21	938,000.00	780,607.79	16.8
	<u>NON-OPERATING REVENUE (CIP)</u>					
53-36-120	INTEREST EARNINGS	1,718.63	3,281.82	10,000.00	6,718.18	32.8
53-36-200	IMPACT FEES-SEWER	1,300.00	2,600.00	61,100.00	58,500.00	4.3
	TOTAL NON-OPERATING REVENUE (CIP)	3,018.63	5,881.82	71,100.00	65,218.18	8.3
	TOTAL FUND REVENUE	81,915.38	163,274.03	1,009,100.00	845,825.97	16.2

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING EXPENSES (O&M)</u>					
53-40-100 CENTRAL WEBER SEWER DISTRICT	.00	.00	615,000.00	615,000.00	.0
53-40-110 SALARIES/WAGES-PERMANENT	3,950.15	6,722.06	61,000.00	54,277.94	11.0
53-40-115 OVERTIME/VAC	188.76	299.25	2,700.00	2,400.75	11.1
53-40-120 SALARIES/WAGES-PART-TIME	120.20	250.57	1,700.00	1,449.43	14.7
53-40-130 EMPLOYEE BENEFITS	2,174.41	3,991.75	38,500.00	34,508.25	10.4
53-40-140 PENSION EXPENSE	.00	.00	1.00	1.00	.0
53-40-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	700.00	700.00	.0
53-40-230 TRAVEL	.00	.00	2,000.00	2,000.00	.0
53-40-240 OFFICE SUPPLIES AND EXPENSE	225.81	446.61	6,100.00	5,653.39	7.3
53-40-250 EQUIP/SUPPLIES/MAINTENANCE	.00	.00	60,000.00	60,000.00	.0
53-40-251 VEHICLE:FUEL	86.93	226.72	2,400.00	2,173.28	9.5
53-40-253 VEHICLE: MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
53-40-260 BAD DEBT	.00	.00	700.00	700.00	.0
53-40-280 TELEPHONE	90.00	180.00	1,080.00	900.00	16.7
53-40-310 PROFESSIONAL/TECHINCAL SERVICE	27.50	27.50	5,300.00	5,272.50	.5
53-40-330 EDUCATION AND TRAINING	.00	.00	2,500.00	2,500.00	.0
53-40-650 DEPRECIATION	6,667.00	13,334.00	80,000.00	66,666.00	16.7
53-40-750 LEASE	.00	.00	1,400.00	1,400.00	.0
TOTAL OPERATING EXPENSES (O&M)	13,530.76	25,478.46	882,081.00	856,602.54	2.9
<u>NON-OPERATING EXPENSES (CIP)</u>					
53-46-310 PROFESSIONAL & TECHNICAL	.00	.00	45,000.00	45,000.00	.0
53-46-730 IMPROVEMENTS-CONSTRUCTION	.00	.00	210,000.00	210,000.00	.0
53-46-740 CAPTIAL OUTLAY - EQUIPMENT	.00	.00	14,800.00	14,800.00	.0
53-46-910 TRANSFER TO WATER FUND	.00	.00	575,000.00	575,000.00	.0
TOTAL NON-OPERATING EXPENSES (CIP)	.00	.00	844,800.00	844,800.00	.0
TOTAL FUND EXPENDITURES	13,530.76	25,478.46	1,726,881.00	1,701,402.54	1.5
NET REVENUE OVER EXPENDITURES	68,384.62	137,795.57	(717,781.00)	(855,576.57)	19.2

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

SOLID WASTE FUND

ASSETS

55-10100	CASH - COMBINED FUND	208,822.22	
55-13110	ACCOUNTS RECEIVABLE	39,533.70	
55-13120	RESERVE FOR BAD DEBT	(1,000.00)	
55-16200	DEFERRED OUTFLOW OF RESOURCES	2,575.00	
55-18100	NET PENSION ASSET	9.00	
TOTAL ASSETS			249,939.92

LIABILITIES AND EQUITY

LIABILITIES

55-22300	NET PENSION LIABILITY	11,466.00	
55-22350	DEFERRED INFLOWS OF RESOURCES	2,059.00	
55-25320	COMPENSATED ABSENCES PAYABLE	3,426.75	
TOTAL LIABILITIES			16,951.75

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
55-29800	RETAINED EARNINGS	198,458.53	
	REVENUE OVER EXPENDITURES - YTD	34,529.64	
BALANCE - CURRENT DATE		232,988.17	
TOTAL FUND EQUITY			232,988.17
TOTAL LIABILITIES AND EQUITY			249,939.92

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

SOLID WASTE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING REVENUE (O&M)</u>					
55-30-100 SERVICE FEES-SOLID WASTE	25,443.32	49,023.01	305,500.00	256,476.99	16.1
55-30-105 SERVICE FEES-RECYCLING	4,621.85	9,415.23	57,000.00	47,584.77	16.5
55-30-200 LATE FEES	35.01	64.14	450.00	385.86	14.3
TOTAL OPERATING REVENUE (O&M)	30,100.18	58,502.38	362,950.00	304,447.62	16.1
<u>NON-OPERATING REVENUE (CIP)</u>					
55-36-120 INTEREST INCOME	172.68	312.93	1,250.00	937.07	25.0
55-36-210 GARBAGE CAN FEE	166.00	332.00	2,490.00	2,158.00	13.3
TOTAL NON-OPERATING REVENUE (CIP)	338.68	644.93	3,740.00	3,095.07	17.2
TOTAL FUND REVENUE	30,438.86	59,147.31	366,690.00	307,542.69	16.1

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

SOLID WASTE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING EXPENSES (O&M)</u>					
55-40-110 SALARIES/WAGES-PERMANENT EMPLO	2,758.23	4,972.76	35,400.00	30,427.24	14.1
55-40-115 OVERTIME/VAC	136.26	245.23	1,850.00	1,604.77	13.3
55-40-120 SALARIES/WAGES-PART-TIME	120.20	250.57	1,700.00	1,449.43	14.7
55-40-130 EMPLOYEE BENEFITS	1,505.09	2,867.98	20,300.00	17,432.02	14.1
55-40-140 PENSION EXPENSE	.00	.00	1.00	1.00	.0
55-40-240 OFFICE SUPPLIES AND EXPENSE	92.98	193.78	3,800.00	3,606.22	5.1
55-40-260 BAD DEBT	.00	.00	200.00	200.00	.0
55-40-310 PROFESSIONAL AND TECH SERV	27.50	27.50	500.00	472.50	5.5
55-40-500 COLLECTION-GARBAGE	.00	9,801.85	118,000.00	108,198.15	8.3
55-40-501 COLLECTION-RECYCLING	.00	6,258.00	77,000.00	70,742.00	8.1
55-40-510 DISPOSAL-LANDFILL	.00	.00	127,000.00	127,000.00	.0
TOTAL OPERATING EXPENSES (O&M)	4,640.26	24,617.67	385,751.00	361,133.33	6.4
<u>NON-OPERATING EXPENSES (CIP)</u>					
55-46-740 CAPTIAL OUTLAY - EQUIPMENT	.00	.00	8,600.00	8,600.00	.0
TOTAL NON-OPERATING EXPENSES (CIP)	.00	.00	8,600.00	8,600.00	.0
TOTAL FUND EXPENDITURES	4,640.26	24,617.67	394,351.00	369,733.33	6.2
NET REVENUE OVER EXPENDITURES	25,798.60	34,529.64	(27,661.00)	(62,190.64)	124.8

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

REDEVELOPMENT AGENCY FUND

ASSETS

60-10100	CASH - COMBINED FUND	835,565.45	
60-13110	ACCOUNTS RECEIVABLE	<u>1,309.56</u>	
	TOTAL ASSETS		<u>836,875.01</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
60-29800	ASSIGNED-FUND BAL.BEGIN.YEAR	1,056,475.84	
	REVENUE OVER EXPENDITURES - YTD	<u>(219,600.83)</u>	
	BALANCE - CURRENT DATE	<u>836,875.01</u>	
	TOTAL FUND EQUITY		<u>836,875.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>836,875.01</u>

PLEASANT VIEW CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

REDEVELOPMENT AGENCY FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
60-36-110	PROPERTY TAX INCREMENT-CITY'S	105.16	200.21	36,000.00	35,799.79	.6
60-36-111	PROP. TAX INCRMNT-OT ENTITIES	946.39	1,801.73	320,000.00	318,198.27	.6
60-36-120	INTEREST EARNINGS	690.93	1,519.23	7,000.00	5,480.77	21.7
60-36-800	CONTRIBUTIONS/GRANTS	.00	3,000.00	41,800.00	38,800.00	7.2
		<u>1,742.48</u>	<u>6,521.17</u>	<u>404,800.00</u>	<u>398,278.83</u>	<u>1.6</u>
	TOTAL REVENUE					
		<u>1,742.48</u>	<u>6,521.17</u>	<u>404,800.00</u>	<u>398,278.83</u>	<u>1.6</u>
	TOTAL FUND REVENUE					
		<u>1,742.48</u>	<u>6,521.17</u>	<u>404,800.00</u>	<u>398,278.83</u>	<u>1.6</u>

PLEASANT VIEW CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

REDEVELOPMENT AGENCY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENSES-ADMINISTRATION</u>					
60-40-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	425.00	2,033.00	2,210.00	177.00	92.0
60-40-220 PUBLIC NOTICES	.00	.00	500.00	500.00	.0
60-40-230 TRAVEL	.00	.00	4,000.00	4,000.00	.0
60-40-240 OFFICE SUPPLIES AND EXPENSE	15.00	15.00	100.00	85.00	15.0
60-40-310 PROFESSIONAL & TECHNICAL	.00	.00	1,500.00	1,500.00	.0
60-40-330 EDUCATION AND TRAINING	.00	.00	2,400.00	2,400.00	.0
60-40-750 INCREASE IN FUND BALANCE	.00	.00	175,090.00	175,090.00	.0
TOTAL EXPENSES-ADMINISTRATION	440.00	2,048.00	185,800.00	183,752.00	1.1
<u>EXPENSES-EDA DEVELOPMENT</u>					
60-46-160 PROPERTY ACQUISITION	220,324.00	220,324.00	220,234.00	(90.00)	100.0
60-46-310 PROFESSIONAL SERVICES	1,500.00	3,750.00	155,000.00	151,250.00	2.4
60-46-730 IMPROVEMENTS-CONSTRUCTION	.00	.00	309,000.00	309,000.00	.0
60-46-850 TAX INCENTIVES	.00	.00	61,000.00	61,000.00	.0
TOTAL EXPENSES-EDA DEVELOPMENT	221,824.00	224,074.00	745,234.00	521,160.00	30.1
TOTAL FUND EXPENDITURES	222,264.00	226,122.00	931,034.00	704,912.00	24.3
NET REVENUE OVER EXPENDITURES	(220,521.52)	(219,600.83)	(526,234.00)	(306,633.17)	(41.7)

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

GENERAL FIXED ASSETS

<u>ASSETS</u>			
91-16110	LAND	476,425.00	
91-16210	BUILDINGS	1,569,296.56	
91-16510	MACHINERY AND EQUIPMENT	1,419,031.04	
91-16520	LAND IMPROVEMENTS	1,577,636.03	
91-16530	INFRASTRUCTURE AND ROADS	13,142,363.48	
91-16540	CONSTRUCTION IN PROGRESS	755,817.59	
TOTAL ASSETS			18,940,569.70
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
91-29800	INVESTMENTS IN FIXED ASSETS	18,940,569.70	
BALANCE - CURRENT DATE		18,940,569.70	
TOTAL FUND EQUITY			18,940,569.70
TOTAL LIABILITIES AND EQUITY			18,940,569.70

PLEASANT VIEW CITY CORPORATION
BALANCE SHEET
AUGUST 31, 2016

GENERAL LONG-TERM DEBT

ASSETS

95-10100	CASH ALLOCATED TO OTHER FUNDS	7,276.18	
95-18100	FUNDS TO BE PROVIDED	67,320.61	
95-18802	DEFERRED OUTFLOW OF RESOURCES	108,453.00	
95-18811	NET PENSION ASSET	371.00	
	TOTAL ASSETS		183,420.79

LIABILITIES AND EQUITY

LIABILITIES

95-25020	COMPENSATED ABSENCES PAYABLE	74,596.79	
95-25801	NET PENSION LIABILITY	482,993.00	
95-25803	DEFERRED INFLOWS OF RESOURCES	86,718.00	
	TOTAL LIABILITIES		644,307.79

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
95-29804	BEGINNING OF YEAR	(460,887.00)	
	BALANCE - CURRENT DATE	(460,887.00)	
	TOTAL FUND EQUITY		(460,887.00)
	TOTAL LIABILITIES AND EQUITY		183,420.79